



Education & Skills
Funding Agency

2017 to 2018 ILR Funding Reports

Version 3

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

April 2018

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

Table of contents

Introduction and purpose of the document.....	4
Understanding our terminology	4
Changes in this document from version 1 to version 2	4
Changes in this document from version 2 to version 3	5
Data Sources	5
What are funding reports?.....	6
16-19 Funding reports.....	8
16-19 Summary of Funding by Student Report	9
16-19 Funding Claim Report.....	9
High Needs Students Detail Report.....	11
High Needs Students Summary Report.....	11
Maths and English Report	12
Description	12
Information used.....	12
GCSE qualification grade	12
Funding and monitoring (FAM) type MCF/ECF	13
Funding and monitoring (FAM) type LDM (learning delivery monitoring).....	14
LARS validity	14
Possible statuses.....	14
Maths.....	14
English.....	15
Adult and apprenticeship funding reports.....	17
Funding Line Types for adults and apprenticeships.....	17
Adult Funding Claim Report.....	21
ALLB Occupancy Report	22
Apprenticeship Data Match Report.....	22

Apps Additional Payment Report24

Apps Co-Funding Contributions Report24

Apps Indicative Earnings Report.....25

Apps Monthly Payment Report26

 Changes from collection R0827

 Reconciling the Apps Monthly Payment report with remittance advice documents28

CL Summary of Learners by Non-Single Budget Category Report.....31

ESF Aim and Deliverable Report31

ESF Funding Summary Report.....31

Funding Summary Report.....32

Funding Summary Report (produced at period end).....33

Main Occupancy Report34

Non-Contracted Apprenticeships Activity Report34

Summary of Funding Model 35 Funding by Learner Report35

Summary of Funding Model 35 Funding Report35

Trailblazer Apprenticeships Employer Incentives Report.....35

Trailblazer Apprenticeships Occupancy Report35

Introduction and purpose of the document

1. This document sets out the details of the funding reports we generate when you submit an Individualised Learner Record (ILR) 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 in this document from version 1 to version 2

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.

Changes in this document from version 2 to version 3

7. We have updated the document with information on these reports:
 - a. a new version of the funding summary report that will be produced after the end of each collection period – this will be available soon
 - b. a new non-contracted apprenticeships activity report
 - c. a new apps additional payment report – this will be available soon
 - d. an updated apps monthly payment report
 - e. an updated Apps Co-Funding Contributions Report.

Data Sources

8. 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](#)
9. We may make changes to these documents.
10. We primarily source the data in these reports from our funding calculations. For more information about the funding calculations please refer to:
 - [16 to 19 funding calculation specification](#)
 - [adult funding calculations](#)

What are funding reports?

11. Funding reports are sets of detailed information showing the earnings we have calculated for you. We designed these reports 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.
12. We generate the reports after you submit an ILR file, an earnings adjustment statement (EAS) or a supplementary data file. After each submission has processed, the reports are available to download from [the Hub](#). As well as the reports triggered by submissions, there are three apprenticeship reports we generate after the ILR submission window has closed.
13. We have produced these reports and guidance in collaboration with our Technical User Group.
14. For most of these reports, there are additional checks made in our systems that could result in us not paying values shown in the report. 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 in 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.
15. The Funding Information System (FIS) software also produces some of these reports; these are indicative versions that do not include information we hold centrally.
16. The reports range from headline funding reports that aggregate learner and learning aim information into the earnings by programme, to detailed reports at learning aim level.
17. 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).
18. 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 Additional Payment 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		
Funding Summary Report (produced at period end)		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						
Non-Contracted Apprenticeships Activity 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

19. 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.
20. 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)
21. 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).
22. Each section below details the individual funding report.

16-19 Summary of Funding by Student Report

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

16-19 Funding Claim Report

28. 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.
29. 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.
30. 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)').
31. 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.
32. 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.

33. 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)
34. 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).
35. 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.
36. The report relies on the following outputs from the 16 to 19 funding calculation.

Field on report	Field output by funding calculation
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

37. The report includes a line to show how much funding will be removed for failing to meet the condition of funding.
38. 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.

39. 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.
40. The report can be consumed as a PDF flat report.

High Needs Students Detail Report

41. 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.
42. The report can be consumed as an CSV file.

High Needs Students Summary Report

43. This report will help to improve recording of students with high needs.
44. 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.
45. 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.
46. 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.
47. 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.
48. 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.
49. The report can be consumed as a PDF flat report.

Maths and English Report

Description

50. 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.
51. 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.
52. More information on the condition of funding is available on gov.uk.

Information used

53. 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"> • The student has met the GCSE Maths condition of funding as they hold an approved equivalent UK qualification. • The student is undertaking / completing a valid maths GCSE or equivalent qualification at another institution through collaboration with the home institution. <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"> • The student has met the GCSE English condition of funding as they hold an approved UK overseas qualification. • The student is undertaking / completing a valid English GCSE or equivalent qualification at another institution through collaboration with the home institution. <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
-----------------	--

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

54. 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

55. 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)

56. 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.
57. 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.
58. 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'.
59. The report is available as a csv file.
60. 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

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

16-18 Traineeships budget

- a. **16-18 Traineeships** – 16-18 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 16-19 calculation - see paragraph 20.

Adult Education Budget

- b. **19-24 Traineeship:** 19-24 year olds studying a traineeship. There are 3 separate funding line types for 19-24 traineeships:
 - i. **19-24 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. **19-24 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 16-19 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 20.
- 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 16-19 funding calculation (except traineeships described above) and are 19 or older on 31 August 2017; these now remain within the 16-19 funding system - see paragraph 21. 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 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 16-19 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 20.

16-18 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 16-18 year olds because they could not start when they were 16-18 for eligible reasons. The funding line types are:
 - i. **16-18 Apprenticeship:** Apprenticeship frameworks funded under the 'Adult skills' funding model (FM35).
 - ii. **16-18 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 19-23 at the start (apart from exceptions in the 16-18 category) or are older apprentices who are treated as 19-23 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 19-23 year olds. The two funding line types are:
- i. **19-23 Apprenticeship:** Apprenticeship frameworks funded under the 'Adult skills' funding model (FM35).
 - ii. **19-23 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 16-18 and 19-23 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. **16-18 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 16-18 year olds because they could not start when they were 16-18 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. **16-18 Apprenticeship (From May 2017) Non-Levy Contract:** We replaced this funding line type with the funding line type in the paragraph below when we changed the calculation to support the new procured contracts.
 - ii. **16-18 Apprenticeship (From May 2017) Non-Levy Contract (non-procured):** This funding line type replaced the funding line type in the previous paragraph for apprentices not funded within procured contracts.
 - iii. **16-18 Apprenticeship Non-Levy Contract (procured):** We added this new funding line type for apprentices 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 16-18 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:** We replaced this funding line type with the funding line type in the paragraph below when we changed the calculation to support the new procured contracts.
 - ii. **19+ Apprenticeship (From May 2017) Non-Levy Contract (non-procured):** This funding line type replaced the funding line type in the previous paragraph for apprentices who are not funded within procured contracts.
 - iii. **19+ Apprenticeship Non-Levy Contract (procured):** This new funding line type was added for apprentices funded under a procured contract.

Levy Contracted Apprenticeships Budget for starts on or after 1 May 2017

- i. **16-18 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 16-18 year olds because they could not start when they were 16-18 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 **16-18 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 16-18 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.
63. 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

64. 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

65. It combines earnings from the ILR and the EAS and we generate this after the ILR is submitted and after the EAS is submitted.
66. 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
67. 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 62 for information on the funding line types for adults.
68. If no earnings are generated, this report will be blank.

ALLB Occupancy Report

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

Apprenticeship Data Match Report

72. 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 funded through a levy-contract (recorded under Apprenticeship Contract Type (ACT) 1).
73. 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.

74. 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. We refresh the apprenticeship service data 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 we match.
75. The example of the data matching error report in paragraph 77 shows the different errors we report and the description of these. Where we find multiple errors for the same apprentice, there will be a corresponding line in the report for each error. Where possible, we will group these by the 'Learner reference number'.
76. We supply the apprenticeship service value where we have been able to match the ULN. We supply these to make it easier to compare the values and decide which value needs correcting.
77. A sample of a data matching error report is below:

Rule Name	Description	ILR value	Apprenticeship service value
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 Additional Payment Report

78. We will shortly add a new report for payments generated under Funding model 36 (Apprenticeships from 1 May 2017). We will only generate this report when the ILR submission window has closed.
79. The report shows the additional payments generated for you or the employer where the apprentice is a 16- to 18-year-old or an eligible 19- to 24-year-old.
80. The intention of the report is to show which employers have had an additional payment generated for them. The report shows the employer identifier from the ILR and the employer name from the Apprenticeship Service where one or both of these are present.
81. We base the rows in this report primarily on the payments made for each collection from R01 to R14, rather than having a row for each apprentice in the latest ILR return. Where there are no longer ILR earnings (for example, an apprentice has been removed from an ILR file) the details from the ILR file will not be shown, and there will be no earnings, but the negative payments generated will be shown. In this scenario, it is likely that a positive payment will be in a report for an earlier collection and a negative payment for the collection where you removed the apprentice.
82. Where we generate both provider and employer additional payments, we will show the provider and employer payments on separate rows.
83. Where there are earnings generated but no payments made (for example, if there is a data matching error for the apprentice), the apprentice will not be included on this report.

Apps Co-Funding Contributions Report

84. This is a report for earnings generated under Funding model 36 (Apprenticeships from 1 May 2017). We will only generate this report when the ILR submission window has closed.
85. This report shows the co-investment required from employers for each month, for each apprentice. We identify the employer 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.

86. 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.
87. If you are delivering apprenticeships to your own staff, you do not need to record any co-investment payments on the ILR. In these cases, please record the Learning and Delivery Monitoring (LDM) code 356 ("Apprenticeship being delivered to own employees"). However, these apprentices will still be included in this report to indicate the co-investment that is still required, even though we do not expect to see payment transactions recorded in the ILR.
88. If no co-investment is required, this report will be blank.
89. We base the rows in this report primarily on payments made for each collection from R01 to R14, rather than having a row for each apprentice in the latest ILR return.
90. Where there are no longer ILR earnings (for example, an apprentice has been removed from an ILR file) the details from the ILR file will not be shown, and there will be no earnings, but the payments generated will be shown. In this scenario, it is likely that a positive payment will be in a report for an earlier collection, and a negative payment shown for the collection where you removed the apprentice.
91. Where there are earnings generated but no payments made (for instance if there is a data matching error for the apprentice), the apprentice will not be included on this report.

Apps Indicative Earnings Report

92. This is a report for earnings generated under Funding model 36 (Apprenticeships from 1 May 2017).
93. 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.
94. This report shows a row for each learning aim, except in cases where you negotiate a new price during an apprenticeship, when we show multiple rows for one learning aim with different prices.

95. We generate this report 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.
96. We updated 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. We have relabelled the earlier **non-levy** funding line types 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 was unchanged. See paragraph 62 for information on the funding line types for apprenticeships.
97. If no earnings are generated, this report will be blank.

Apps Monthly Payment Report

98. This is a report for earnings and payments generated under Funding model 36 (Apprenticeships from May 2017). We will only generate this report 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.
99. The report explains how earnings will be paid, either through co-investment, from a digital account, or a combination of the two.
100. 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.
101. This report shows a row for each learning aim, except in cases where you negotiate a new price during an apprenticeship, when we show multiple rows for one learning aim with different prices. If you change the contract type for an apprentice, this will generate multiple rows for each learning aim.

102. 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.
103. We have updated 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. We relabelled the earlier **non-levy** funding line types 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 were unchanged. See paragraph 62 for information on the funding line types for apprenticeships.
104. If no payments are generated, this report will be blank.

Changes from collection R08

105. From ILR collection R08, we will change this report to base the rows shown in this report primarily on the payments made for each collection from R01 to R14, rather than having a row for each apprentice in the latest ILR return as applied in earlier versions.
106. Where there are no longer ILR earnings (for example, an apprentice has been removed from an ILR file) the details from the ILR file will not be shown, and there will be no earnings, but the negative payments generated will be shown. In this scenario, it is likely that we will show a positive payment in this report in a column for an earlier collection and a negative payment in this report for the collection where you removed the apprentice.
107. Because we do not base the rows in this report on the latest ILR file, there will be some instances where the aim sequence number shown on the report does not match the aim sequence number in the latest ILR record.
108. Where there are earnings generated but no payments made (for example, if there is a data matching error for the apprentice), the apprentice will not be included on this report.

Reconciling the Apps Monthly Payment report with remittance advice documents

109. When we change this report at R08 to be based primarily on payments (rather than rows from the latest ILR return), there should be better correlation with the payments shown in your remittance advice.
110. We will not show the values you have entered in the Earnings Adjustment Statement in the Apps Monthly Payment report. However, they are included in remittance advice documents and in payments, so these values cannot be reconciled using this report.
111. The Apps Monthly Payment report shows payments derived from ILR data for the 2017 to 2018 year only. However, the remittances you received earlier in the year may have contained funding relating to 2016 to 2017 ILR data, for example, from ILR collections R13 and R14. The payments from 2016 to 2017 ILR data will not be shown in this report.
112. In some cases, this report shows records with a funding line type of 'None'. These instances can occur when your ACT dates do not match the dates of the learning aim and the funding calculation cannot identify which funding line type to allocate to that funding. For example, the ACT date is only one month long but the programme aim is one year long – after the first month the funding line type will be 'None'. We will not pay any values against this funding line type, so we recommend you filter out this funding line type when reconciling with remittance advice documents.

113. The table below shows how the columns in the report correlate to the classifications in the remittance advice documents.

Remittance title	Apps Monthly Payment Report data items
<p>Sum the following:</p> <ul style="list-style-type: none"> • 16 to 18 non levy apprenticeships • 16 to 18 non levy apprenticeships employer 	<p>Where the 'Price episode funding line type' is:</p> <ul style="list-style-type: none"> • '16-18 Apprenticeship (From May 2017) Non-Levy Contract' OR • '16-18 Apprenticeship (From May 2017) Non-Levy Contract (non-procured)' OR • '16-18 Apprenticeship Non-Levy Contract (procured)' <p>Sum the following fields for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14):</p> <ul style="list-style-type: none"> • The 'Co-investment payment for' column • The 'payments for learning support, English and maths, and additional payments' columns (this includes both employer and provider additional payments)
<p>Sum the following:</p> <ul style="list-style-type: none"> • 19+ non levy apprenticeships • 19+ non levy apprenticeships Employer 	<p>Where the 'Price episode funding line type' is:</p> <ul style="list-style-type: none"> • '19+ Apprenticeship (From May 2017) Non-Levy Contract' OR • '19+ Apprenticeship (From May 2017) Non-Levy Contract (non-procured)' OR • '19+ Apprenticeship Non-Levy Contract (procured)' <p>Sum the following fields for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14):</p> <ul style="list-style-type: none"> • The 'Co-investment payment for' column • The 'payments for learning support, English and maths, and additional payments' columns (this includes both the employer and provider additional payments)
<p>16 to 18 Levy funded by levy</p>	<p>Sum the 'Levy payment for' the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14)</p> <p>Where the 'Price episode funding line type' is '16-18 Apprenticeship (From May 2017) Levy Contract'</p>

Remittance title	Apps Monthly Payment Report data items
16 to 18 Levy co-invested	<p>Sum the 'Co-investment payment for' the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14)</p> <p>Where the 'Price episode funding line type' is '16-18 Apprenticeship (From May 2017) Levy Contract'</p>
<p>Sum the following:</p> <ul style="list-style-type: none"> • 16 to 18 Levy funded by ESFA • 16 to 18 Levy employer 	<p>Sum the 'payments for learning support, English and maths, and additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14)</p> <p>Where the 'Price episode funding line type' is '16-18 Apprenticeship (From May 2017) Levy Contract' (this includes both the employer and provider additional payments)</p>
<p>Sum the following:</p> <ul style="list-style-type: none"> • 19+ Levy funded by levy • 19+Levy LevyFunded 	<p>Sum the 'Levy payment for' column for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14)</p> <p>Where the 'Price episode funding line type' is '19+ Apprenticeship (From May 2017) Levy Contract'</p>
<p>Sum the following:</p> <ul style="list-style-type: none"> • 19+ Levy co-invested • 19+Levy CoInvested 	<p>Sum the 'Co-investment payment for' column for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14)</p> <p>Where the 'Price episode funding line type' is '19+ Apprenticeship (From May 2017) Levy Contract'</p>
<p>Sum the following:</p> <ul style="list-style-type: none"> • 19+ Levy funded by ESFA • 19+Levy AgencyFund • 19+ Levy employer 	<p>Sum the 'payments for learning support, English and maths, and additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14)</p> <p>Where the 'Price episode funding line type' is '19+ Apprenticeship (From May 2017) Levy Contract' (this includes both employer and provider incentives)</p>

CL Summary of Learners by Non-Single Budget Category Report

114. This is an aggregated report detailing the number of learners and enrolments for the former 'Community Learning' programme.

115. If no learners or enrolments have been recorded, this report will be blank.

ESF Aim and Deliverable Report

116. This is the most detailed report for the European Social Fund programme; recorded under Funding model 70 (ESF).

117. 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.

118. 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.

119. If no earnings are generated, this report will be blank.

ESF Funding Summary Report

120. This is the summary report for the European Social Fund programme; recorded under Funding model 70 (ESF).

121. This report is generated after the ILR is submitted and after the supplementary data submission.

122. 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.

123. If no earnings are generated, this report will be blank.

Funding Summary Report

124. 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

125. 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.

126. We generate this report after the ILR is submitted and after the Earnings Adjustment Statement (EAS) is submitted.

127. 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

128. 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.

129. For Funding model 36 apprentices, this report gives a summary of total earnings per apprentice, which may include a contribution from the employer. As we produce this report during the ILR submission window, it does not show the payments from levy or co-investment, as we do not know this information at this point. However, we will produce another version of this report at period-end that will show details of payments. See paragraph 133 for more information.
130. We updated 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. We relabelled the earlier **non-levy** funding line types 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 were unchanged. See paragraph 62 for information on the funding line types for apprenticeships.
131. We also updated the funding line types for AEB to include learners under a procured contract from November 2017. We relabelled the earlier funding line types as non-procured provision, and we added new fields for procured provision from 1 November 2017. See paragraph 62 for information on the funding line types for adults.
132. If no earnings are generated, this report will be blank.

Funding Summary Report (produced at period end)

133. We will shortly add a new version of the Funding Summary Report that we will generate when the ILR submission window has closed. This will include the apprenticeship payments we calculate when we match ILR data with the apprenticeship service at the end of each ILR collection.
134. The structure will be similar to the Funding Summary Report produced following ILR submissions (as described from paragraph 124). However, the figures for apprenticeships that started from 1 May 2017 onwards, will be based on the payments calculated at the end of each collection. This will show the split between payments from co-investment and from levy accounts.
135. The payment figures shown for these apprenticeships against each month in the report will relate to the month of delivery, which is different to the Apps Monthly Payment report that shows payments against the 14 collection periods in a year.

Main Occupancy Report

136. 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).
137. It contains the key information about the learning aims, the learner and the funding generated each month.
138. For provision funded under Funding model 25, we show a row representing all funding for that learner within that funding model. For Funding model 35 provision, we show a row for each learning aim.
139. We updated the funding line types for AEB to include learners under a procured contract from November 2017. We relabelled the earlier funding line types as non-procured provision, and we added new fields for procured provision from 1 November 2017. See paragraph 62 for information on the funding line types for adults and apprenticeships.
140. If no earnings are generated, this report will be blank.

Non-Contracted Apprenticeships Activity Report

141. This report shows learning aims for apprenticeships starting from 1 May 2017 where the ILR details for the learning aims have passed validation and we have calculated earnings, but where there is no relevant contract in place that would allow us to make payments for those earnings.
142. An example is where a provider has a non-Levy contract for adult apprentices, but not for apprentices aged 16 to 18. Because the ILR validation rules do not reject the ILR data if the apprentice's age does not match the contracts held by the provider, we will generate earnings for these apprentices.
143. The report shows some ILR details for each learning aim, and some derived funding information such as the funding line type and the total earnings in each month. Where a learning aim has multiple price episodes within the year, we show a row for those price episodes without a matching contract.

Summary of Funding Model 35 Funding by Learner Report

144. This report shows the earnings generated under Funding model 35 (Adult skills) by learner and their name.
145. We updated the funding line types for AEB to include learners under a procured contract from November 2017. We relabelled the earlier funding line types as non-procured provision, and we added new fields for procured provision from 1 November 2017. See paragraph 62 for information on the funding line types for adults and apprenticeships.
146. If no earnings are generated, this report will be blank.

Summary of Funding Model 35 Funding Report

147. This report shows the earnings generated under Funding model 35 (Adult skills) by the programme type.
148. We updated the funding line types for AEB to include learners under a procured contract from November 2017. We relabelled the earlier funding line types as non-procured provision, and we added new fields for procured provision from 1 November 2017. See paragraph 62 for information on the funding line types for adults and apprenticeships.
149. If no earnings are generated, this report will be blank.

Trailblazer Apprenticeships Employer Incentives Report

150. 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).
151. If no earnings are generated, this report will be blank.

Trailblazer Apprenticeships Occupancy Report

152. 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).
153. If no earnings are generated, this report will be blank.

© Crown copyright 2018

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence.

To view this licence, visit

<http://www.nationalarchives.gov.uk/doc/open-government-licence/>
or e-mail: psi@nationalarchives.gsi.gov.uk.

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This document is also available from our website gov.uk/esfa.

If you have any enquiries regarding this publication or require an alternative format, please contact us sde.servicedesk@education.gov.uk.