



## **Technical Guide 2014 to 2015 Funding Year**

### **Claiming full funding for learners aged 24 and over and how to report this on the Individualised Learner Record**

#### **Background and purpose**

This note provides further guidance to colleges and training organisations on how to check whether they are claiming full funding correctly for learners aged 24 and over. It details how to report this correctly in the Individualised Learner Record (ILR).

#### **Overview**

The only circumstances where learners aged 24 and over can receive full funding are listed below. All other learners will either be eligible for co-funding or not be eligible for any funding from the Skills Funding Agency (SFA).

### **Full funding eligibility and how to complete the Individualised Learner Record correctly**

#### **1. If the learner is eligible for full funding under the offer for the unemployed.**

You must report the learner's employment status enrolment in the ILR as follows:

- i. Complete the Employment Status Monitoring field with one of the following codes for Benefit Status Indicator (BSI):
  - 1 – Jobseeker's Allowance.
  - 2 – Employment and Support Allowance (Work Ready Activity Group).

- 3 – Other state benefit, or
- 4 – Universal Credit.

- ii. Where the learner has been mandated to undertake skills training, you should also record this in the ILR as Learning Delivery Funding and Monitoring type LDM and code 318.
- iii. Where the learner has not been mandated to undertake skills training and is in receipt of Universal Credit (BSI4) or other state benefit (BSI3), then their Employment Status must be 'Not in paid employment' (either code 11 or 12).

**2. If the learner is eligible for full funding because they are released on temporary licence (RoTL) from prison.**

In addition to their employment status, you must also report the Learning Delivery Funding and Monitoring type LDM, code 328 in the ILR for each separate learning aim.

**3. If the learner is eligible for full funding because they are an armed forces leaver.**

- You must hold evidence that the learner has left the armed forces within the last ten years.
- You are unable to record this separately within the ILR but we would not expect to see high volumes of these learners.

**4. If the learner is eligible for full funding because they are progressing towards GCSE English or maths, delivered through classroom learning (and they do not have these at grades A\* to C)**

These learners should be recorded as fully funded using the Learning Delivery FAM type as Full Funding Indicator (FFI) and code 1 as well as a valid English or maths learning aim.

**5. If the learner is eligible for full funding because they are a trade union representative studying Trade Union Congress (TUC) learning aims up to level 3**

These should be recorded as fully funded using the Learning Delivery FAM type as Full Funding Indicator (FFI) and code 1 and a valid TUC learning aim.

**If you cannot evidence eligibility for full funding**

For each separate learning aim you must record one of the following in the ILR:

- i. For co-funding, record the Learning Delivery Funding and Monitoring type as Full Funding Indicator (FFI) and code 2 (Co-funded), or
- ii. Funding Model code 99 because they are not entitled to funding from the Skills Funding Agency.

**How to check for issues**

You can use the [Provider Data Self-assessment Toolkit](#) (PDSAT) report 15S-560 to check if you have any learners aged 24 and over that are receiving full funding, but the ILR data does not show eligibility.