



**Skills Funding
Agency**

Technical Guide 2014 to 2015 Funding Year

Claiming funding for learners aged 24 and over at Level 3 and above and how to report this in 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 funding correctly for learners aged 24 and over at Level 3 and above. 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 funding from the Skills Funding Agency (SFA) to follow a learning aim at Level 3 or above are listed below.

Where SFA funding is not available, individuals may be eligible to apply for a 24+ advanced learning loan (Loan) for a Level 3 or higher learning aim delivered in the classroom or workplace. Some learning aims, including units and awards at Level 3, are not funded by a Loan or the SFA.

Learning aims may appear in the Learning Aims Reference Service (LARS) as approved for funding. However, you must check the Financial Contributions section of [Funding Rules 2014 to 2015](#) to see if the individual is eligible for funding.

For an individual age 24 or over the offer for the unemployed only extends to learning aims up to and including Level 2.

Funding eligibility and how to complete the Individualised Learner Record correctly

- 1. If the learner is eligible for co-funding because they are an apprentice who is undertaking an advanced-level or higher apprenticeship.**

Record each learning aim as co-funded, using the learning delivery funding and monitoring (FAM) type of Full Funding Indicator (FFI) and FAM code 2.

- 2. If the learner is eligible for full funding because they are an armed forces leaver studying their first full Level 3 qualification.**

- i. You must hold evidence that the learner has left the armed forces within the last 10 years.
- ii. You cannot report information as to whether the learner is an armed forces leaver separately within the ILR. But you should record each learning aim as fully-funded using the learning delivery FAM type of Full Funding Indicator (FFI) and FAM code 1.
- iii. We would not expect to see high volumes of these learners.

- 3. If the learner is eligible for full funding because they are a trade union representative studying Trade Union Congress (TUC) learning aims at Level 3.**

Record these as fully funded using the Learning Delivery FAM type as Full Funding Indicator (FFI) and code 1. The learning aim must be a valid TUC learning aim.

If you cannot evidence eligibility for funding

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

- i. Funding Model code 99 because they are not funded through the Adult Skills Budget from the SFA.
- ii. Where the funding for the learning aim is through a 24+ advanced learning loan then in addition you must report Learning Delivery FAM type of ADL 1 and FAM code 1.

How to check for issues

You can use the [Provider Data Self-assessment Toolkit](#) (PDSAT) report 15S-510 to check if you have any learners aged 24 and over that are receiving funding, but where ILR data does not show that these learners are eligible for funding. If you are claiming funding correctly, the only learners listed on this report will be armed forces leavers as the SFA has removed all other exceptions (apprentices and trade union representatives studying TUC learning aims) from the report.