Education & Skills
Funding Agency

2019 to 2020 ILR funding reports

Version 2

April 2020

Contents

Introduction and purpose of the document

1.   This document sets out the details of the funding reports we generate when you submit to us a return of individualised learner record (ILR), earnings adjustment statement (EAS) or supplementary data.

2.   This document covers the funding reports generated through these funding models:

- community learning (funding model 10)
- 16 to 19 (excluding apprenticeships) (funding model 25)
- adult skills (funding model 35) including devolved adult education
- apprenticeships from 1 May 2017 (funding model 36)
- European social fund (ESF) (funding model 70)
- other adult (funding model 81) - for trailblazer standards
- 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.   The term 'devolved authority' refers to the 6 mayoral combined authorities and the Greater London Authority that can fund adult education budget (AEB) provision from 1 August 2019.

5.   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.

6.   The definition of a funding year is the year running from 1 August to 31 July.

Changes from version 1 of the guidance

Submit learner data – your new website for data submissions and reports

7.   We have created a new report from R09 of the 2019 to 2020 funding year called the non-contracted devolved adult education activity report. We have designed the report to help you identify when you have recorded learning for a devolved authority with which you do not have a contract to receive funding.

8.   The ALLB occupancy report section has been clarified to add that rows will only show in this report where an ADL code is recorded in addition to an ALB code or an area cost uplift being earned.

Funding line type changes

9.   We have created some new funding line types for this year, please see paragraph 66 and onwards for more information. These reflect changes to the funding system for:
- AEB - to cater for the devolution of some of the adult education budget
- apprenticeships - to support the onboarding of non-levy employers to the apprenticeship service

10.   You can see the new funding line types are also in tables 1, 2 and 3. We have mapped them against the previous funding line types generated in last year. Table 1 maps the changes for adult skills. We have added these new funding line types so that you can identify which learning aims are being funded by a devolved authority, rather than the ESFA.

2018 to 2019 funding line type	2019 to 2020 funding line type
AEB - other Learning (non-procured)	ESFA AEB - adult skills (non-procured)
	Adult Education - eligible for MCA/GLA funding (non-procured)
AEB - other Learning (procured from Nov 2017)	ESFA AEB - adult skills (procured from Nov 2017)
	Adult Education - eligible for MCA/GLA funding (procured)
	Adult Education - eligible for MCA/GLA funding (procured)

Table 1: New adult skills funding line types for adult skills reports

11.   Table 2 and 3 map the changes for apprenticeships. Table 2 shows the funding line types affecting funding information suite (FIS) and ILR submission reports, and table 3 shows those affecting EAS and period end reports.

- we have created these new funding line types to support "Non-Levy" employers (who are below the threshold to pay the levy) as they move on to the apprenticeship service. Where a non-levy employer has an account on the apprenticeship service, you would record delivery for their apprentices as ACT1 (a contract for services with the employer) in the ILR, just like delivery for levy-paying employers

- as both types are recorded the same way in the ILR, we distinguish between these 2 types of delivery later in the payments process. We will we use different funding line types on apprenticeship reports at different stages in the process. Submission reports will therefore reflect that these types of delivery are apprenticeships for employers on the service, while your period end reports will provide more information about whether we categorised the employer as levy-paying when the apprenticeship was entered onto the service

2018 to 2019 funding line type	2019 to 2020 funding line type
16 to 18 apprenticeship (from May 2017) levy contract	16 to 18 apprenticeship (employer on app service)
19+ apprenticeship (from May 2017) levy contract	19+ apprenticeship (employer on app service)

Table 2: New apprenticeship funding line types for FIS and ILR submission reports

2018 to 2019 funding line type	2019 to 2020 funding line type
16 to 18 apprenticeship (from May 2017) levy contract	16 to 18 apprenticeship (employer on app service) levy funding
	16 to 18 apprenticeship (employer on app service) non-levy funding
19+ apprenticeship (from May 2017) levy contract	19+ apprenticeship (employer on app service) levy funding
	19+ apprenticeship (employer on app service) non-levy funding

Table 3: New apprenticeships funding line types for the EAS and period end reports

Reports we are not generating this year

12.   We will not generate these reports this year:
- **beta apps co-investment contributions report** – we have developed the apps co-investment contributions report to incorporate the extra columns we introduced in this report last year
- **career learning pilot occupancy report** – the career learning pilot finished in 2018 to 2019 so this report is no longer required

ESF submissions and where to access ESF reports

13.   For the 2019 to 2020 funding year, you can only submit ESF Round 2 data on the submit learner data website. Consequently, we will not generate any ESF Round 1 reports from this funding year onwards.

New reports to show your devolved adult education delivery

14.   We have created these new reports for the 2019 to 2020 funding year:
- devolved adult education funding summary report
- devolved adult education occupancy report

15.   These reports contain the adult education delivery you have submitted in your ILR and EAS that will be funded by the devolved authorities – see paragraph 192.

Data sources

16.   To understand how we calculate the funding information contained in reports, or where we source the data from, please refer to:
- funding rates and formula for how we fund adult education budget provision, 16 to 18 traineeships (through adult contracts) and European Social Fund provision
- 16 to 19 guidance for how we fund 16 to 19 except for apprenticeships
- apprenticeship technical funding guide
- ILR specification, validation rules and appendices
- EAS guidance

17.   We may make changes to these documents.

18.   We primarily source the data in these reports from our funding calculations.

What are funding reports

19.   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. We produce and improve these reports and guidance based on data needs identified from research conducted with organisations receiving funding from the ESFA.

20.   We generate the reports after you submit an ILR file, an EAS or a supplementary data file. After each submission has processed, the reports are available to download from [Submit learner data](#). As well as the reports triggered by your submissions, we also generate apprenticeship reports after the ILR submission window has closed.

21.   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, Devolved Adult Education Funding Summary Report and the ESF Funding Summary Report.

22.   The FIS software also produces some of these reports; these are indicative versions that do not include information we hold centrally.

23.   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.

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).	16 to 19	Apps pre-1 May 2017	Apps from 1 May 2017	ALLB	AEB	ESF	CL
16 to 19 Summary of Funding by Student Report	X						
16 to 19 Funding Claim Report	X						
High Needs Students Summary Report	X						
High Needs Students Detail Report	X						
Maths and English Report	X						
EAS Funding Report	X	X	X	X	X		
Funding Summary Report		X	X	X	X		
Funding Summary Report (produced at period end)		X	X	X	X		
Apprenticeship Data Match Report			X				
Non-Contracted Apprenticeships Activity Report			X				
Apps Indicative Earnings Report			X				
Apps Monthly Payment Report			X				
Apps Additional Payment Report			X				
Apps Co-Investment Contributions Report			X				
Trailblazer Apprenticeships Employer Incentives Report		X					
Trailblazer Apprenticeships Occupancy Report		X					
Main Occupancy Report		X			X		
Summary of Funding Model 35 Funding Report		X			X		
Devolved Adult Education Funding Summary Report					X		
Devolved Adult Education Occupancy Report					X		X
Non-Contracted Devolved Adult Education Activity Report					X		X
Adult Funding Claim Report				X	X		
ALLB Occupancy Report				X			
ESF Round 2 Supplementary Data Funding Report						X	
ESF Round 2 Aim and Deliverable Report						X	
ESF Round 2 Funding Summary Report						X	
CL Summary of Learners by Non-Single Budget Category Report							X

16 to 19 funding reports

24.   We group funded students together into funding lines.

- 16 to 19 students (excluding high needs students): all students aged under 19 (excluding 14 to 16 direct funded students), who have ESFA 16 to 19 funding and are identified in the ILR as ESFA - 16 to 19 funded (source of funding code = 107 and funding model = 25) and are not recorded as having high needs
- 16 to 19 high needs students: all students aged under 19 (excluding 14 to 16 direct funded students), who have ESFA 16 to 19 funding and are identified in the ILR as Education and Skills Funding Agency (ESFA) - 16 to 19 funded (source of funding code = 107 and funding model = 25) and are recorded as having high needs (HNS)
- 19 to 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+ continuing students (excluding EHCP): 19 to 24-year-old students not recorded as having an EHCP who are continuing the study programme they started when they were aged under 19
- 14 to 16 direct funded students: we fund 14 to 16-year-olds who are enrolled at ESFA-funded institutions who arranged to directly recruit young people in this age group

25.   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:
- 16 to 18 traineeships (adult funded)
- 19+ traineeships (adult funded)

26.   Students who were previously in the 'adult skills funded ESFA 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 to 19 funded (source of funding code = 107 and Funding model = 25).

27.   Each section below details the individual funding report.

16 to 19 summary of funding by student report

28.   This report shows the funding earned by each individual student.

29.   This report shows students who pass ILR validation and are recorded as having provision funded through the 16 to 19 funding model (Funding Model = 25).

30.   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.

31.   We show information for each student; we group them according to their funding line type.

32.   The report is a comma-separated values (CSV) file.

16 to 19 funding claim report

33.   This report shows the funding earned by an institution according to the ILR return that has been loaded into FIS and submit learner data. It enables institutions to track how much funding they have earned to date.

34.   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.

35.   We split the student numbers by funding line type and funding band. 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)'.

36.   The '16 to 19 Students (including High Needs Students)' funding line, Band B, is a combined total of the number of students in the '16 to 19 High Needs Students' and '16 to 19 students (excluding High Needs Students)' funding line types.

37.   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.

38.   Students funded through adult contracts, but have their funding calculated by the 16 to 19 funding calculation, are not included in this report. These students fall under the following funding line types in the funding calculation:

- 16 to 18 traineeships (adult funded)
- 19+ traineeships (adult funded)

39.   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 to 19 funded (Source of funding code = 107).

40.   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 for signing by the accounting officer where delivery ceases in-year before our formal final claim system opens or in exceptional circumstances where a signed declaration is needed to support any manual adjustment needed after the R14 and formal final claim systems close.

41.   The line '2019 to 2020 Condition of Funding (CoF) removal' shows the funding we have removed from your 2019 to 2020 allocation due to students not complying with the CoF on English and mathematics in 2017 to 2018.

42.   The total funding (less CoF removal) figure will form the basis of the outturn used for all institutions, to ensure that we calculate the outturn and allocation figures on a consistent basis.

43.   The report is an excel file.

High needs students summary report

44.   This report will help to improve recording of students with high needs.

45.   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.

46.   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.

47.   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.

48.   The '16 to 19 Students (including High Needs Students)' reporting band, Band B, is a combined total of the number of students in the '16 to 19 High Needs Students' and '16 to 19 students (excluding High Needs Students)' funding line types.

49.   You must record students with the HNS learner FAM code for us to count them 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.

50.   The report is an excel file.

High needs student detail report

51. This report shows the same information as the high needs summary report (see paragraph 44 onwards) at student level. It shows you the EHCP and HNS statuses for students.

52. The report is a CSV file.

Maths and English report

53. This report gives the maths and English status of every student, showing whether they have achieved at least a GCSE grade C/4 in each subject and whether they are currently studying for a valid qualification in the subject. We also identify those learners exempt from the CoF and those where the CoF does not apply.

54. The report reflects the [CoF policy](#) and we designed it to help institutions check their data about the CoF on maths and English and identify data recording errors in the key fields we use to determine the maths and English status.

Information used

55. We use several pieces of information to determine the student's status.

GCSE qualification grade

56. Maths grade

- 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
- we recognise students with a grade D or grade 3 GCSE maths qualification will show as having a maths GCSE grade D or grade 3

57. English grade

- 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
- we recognise students with a grade D or grade 3 GCSE English qualification will show as having an English GCSE grade D or grade 3

Funding and monitoring (FaM) type MCF/ECF

FAM type	MCF	Determines that a student is exempt from the CoF for maths. • the student has met the GCSE Maths CoF 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 Students with this FAM type and code 1 or code 2 will show as being a maths exemption. Students with this FAM type and code 3 will show as having attained GCSE maths at grade A*C or grade 9 to 4. Students with this FAM type and code 4 will show as studying a recognised maths CoF qualification. Students with this FAM type and code 5 and prior attainment of grade 2/E or below in maths will show as being compliant for the subject by virtue of holding a functional skills level 2 pass.
	ECF	Determines that a student is exempt from the CoF for English. • the student has met the GCSE English CoF 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 Students with this FAM type and code 1 or code 2 will show as being an English exemption. Students with this FAM type and code 3 will show as having attained GCSE English at A*-C or grade 9 to 4. Students with this FAM type and code 4 will show as studying a recognised English CoF qualification. Students with this FAM type and code 5 and prior attainment of grade 2/E or below in English will show as being compliant for the subject by virtue of holding a functional skills level 2 pass.

Funding and monitoring (FAM) type learning delivery monitoring (LDM)

LDM code 331	Used to determine if the student is enrolled on a Prince's Trust TEAM programme that meets the CoF. 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 CoF for maths. We identify aims with this LARS validity and CoF type 1 as a maths GCSE qualification. We identify aims with this LARS validity and CoF type 2 as a maths steppingstone qualification.
EFAConFundEnglish	Determines if an aim in a student's 16 to 19 study programme is recognised as meeting the CoF for English. We identify aims with this LARS validity and CoF type 1 as an English GCSE qualification. We identify aims with this LARS validity and CoF type 2 as an English steppingstone qualification.

Possible statuses

58.   There are 7 possible statuses for each subject.

59.   Maths
- CoF 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
- has Maths below GCSE grade D or grade 3, holds Maths FSL2 pass
- doesn't have Maths, not studying Maths

60.   English
- CoF 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
- has English below GCSE grade D or grade 3, holds English FSL2 pass
- doesn't have English, Not Studying English

61.   The note 'CoF 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:
    - 16 to 18 traineeships (adult funded)
    - 19+ traineeships (adult funded)

62. 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 Math Grade 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 ESFA CoF for Maths, and
    - a CoF type 1

63. 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 English Grade 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 ESFA CoF for English, and
    - a CoF type 1

64. Each maths and English qualification undertaken by a student also has to meet a qualifying period to count as a qualification meeting the CoF (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 CoF 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'.

65.   The report is a CSV file. You can use the csv file to filter for statuses using Excel, making it quick and easy to find students whose data you may need to correct.

Adult and apprenticeship funding reports

Funding line types for adults and apprenticeships

66.   The line types in the funding reports for adult programmes are listed below. We determine adult funding line types using:

- the type of adult funding you receive, for example, traineeship funding, or apprenticeship funding
- the type of contract that funds your learning delivery, for example, procured or non-procured
- the age of the learners within the previous two categories, for example, 16 to 18 or 19 to 24. Age in a funding line type indicates the age of a learner at the start of their learning. There are some exceptions to this, which are mentioned below

67.   The adult funding line types that receive funding from the ESFA or the devolved authorities are listed in table 4 below and more details are in the following paragraphs.

Funding Line from Occupancy Reports / Apps Indicative Earnings Report	Funding Summary Report / Devolved Funding Summary Report Heading
16 to 18 Traineeships (Adult Funded)	16 to 18 Traineeships Budget
19+ Traineeships (Adult Funded)	16 to 18 Traineeships Budget
19 to 24 Traineeships (procured from Nov 2017)	19 to 24 Traineeships - Procured delivery from 1 Nov 2017
19 to 24 Traineeships (non-procured)	19 to 24 Traineeships - Non-procured delivery
ESFA AEB - Adult Skills (procured from Nov 2017)	ESFA Adult Education Budget - Procured delivery from 1 Nov 2017
ESFA AEB - Adult Skills (non-procured)	ESFA Adult Education Budget - Non-procured delivery
Adult Education - Eligible for MCA/GLA funding (procured)	Adult Education – Eligible for MCA/GLA funding (procured)
Adult Education - Eligible for MCA/GLA funding (non-procured)	Adult Education – Eligible for MCA/GLA funding (non-procured)

Funding Line from Occupancy Reports / Apps Indicative Earnings Report	Funding Summary Report / Devolved Funding Summary Report Heading
16 to 18 Apprenticeships	Carry-in Apprenticeships Budget (for starts before 1 May 2017 and non-procured delivery)
19 to 23 Apprenticeships	Carry-in Apprenticeships Budget (for starts before 1 May 2017 and non-procured delivery)
24+ Apprenticeships	Carry-in Apprenticeships Budget (for starts before 1 May 2017 and non-procured delivery)
16 to 18 Trailblazer Apprenticeships	Carry-in Apprenticeships Budget (for starts before 1 May 2017 and non-procured delivery)
19 to 23 Trailblazer Apprenticeships	Carry-in Apprenticeships Budget (for starts before 1 May 2017 and non-procured delivery)
24+ Trailblazer Apprenticeships	Carry-in Apprenticeships Budget (for starts before 1 May 2017 and non-procured delivery)
16 to 18 Apprenticeship (From May 2017) Non-Levy Contract (non-procured)	Carry-in Apprenticeships Budget (for starts before 1 May 2017 and non-procured delivery)
19+ Apprenticeship (From May 2017) Non-Levy Contract (non-procured)	Carry-in Apprenticeships Budget (for starts before 1 May 2017 and non-procured delivery)
16 to 18 Apprenticeship Non-Levy Contract (procured)	16 to 18 Non-Levy Contracted Apprenticeships Budget - Procured delivery
19+ Apprenticeship Non-Levy Contract (procured)	Adult Non-Levy Contracted Apprenticeships Budget - Procured delivery
16 to 18 Apprenticeship (Employer on App Service) Non-Levy funding*	Apprenticeships - Employers on Apprenticeship Service - Non-Levy*
19+ Apprenticeship (Employer on App Service) Non-Levy funding*	Apprenticeships - Employers on Apprenticeship Service - Non-Levy*
16 to 18 Apprenticeship (Employer on App Service) Levy funding*	Apprenticeships - Employers on Apprenticeship Service – Levy*
19+ Apprenticeship (Employer on App Service) Levy funding*	Apprenticeships - Employers on Apprenticeship Service – Levy*
16 to 18 Apprenticeship (Employer on App Service) Unresolved data lock*	Apprenticeships - Employers on Apprenticeship Service - Unresolved Data Locks*
19+ Apprenticeship (Employer on App Service) Unresolved data lock*	Apprenticeships - Employers on Apprenticeship Service - Unresolved Data Locks*
16 to 18 Apprenticeship (Employer on App Service)	Apprenticeships - Employers on Apprenticeship Service
19+ Apprenticeship (Employer on App Service)	Apprenticeships - Employers on Apprenticeship Service
Advanced Learner Loans Bursary	Advanced Loans Bursary Budget

Table 4: Funding line types that receive funding from the ESFA or the devolved authorities
* These funding line types are on period end reports only, not on submission reports.

Funding line types within the ESFA AEB

68.   **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 funded within the procured contracts for the AEB.

69.   **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 and funded within the AEB but not under a procured AEB contract.

70.   **ESFA AEB - adult skills (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 funded within the procured contracts for the ESFA AEB.

71.   **ESFA AEB - adult skills (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 and funded within the ESFA AEB but not under a procured ESFA AEB contract.

Funding line types within devolved adult education budgets

72.   **Adult education - eligible for MCA/GLA funding (procured)**: Learning aims starting on or after 1 August 2019 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, and funded within the procured contracts for a devolved authority's AEB.

73.   **Adult education - eligible for MCA/GLA funding (non-procured)**: Learning aims starting on or after 1 August 2019 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, and funded within a devolved authority's AEB but not under a devolved authority's procured AEB contract.

Funding line types within the apprenticeships budget (for starts before 1 May 2017)

74.   **16 to 18 apprenticeship:** Apprentices who started an apprenticeship framework funded under the 'Adult skills' funding model (FM35) before 1 May 2017 and who were aged under 19 at the start, or are older apprentices we treat as 16 to 18 year olds because they could not start when they were 16 to 18 for eligible reasons.

75.   **19 to 23 apprenticeship:** Apprentices who started an apprenticeship framework funded under the 'Adult skills' funding model (FM35) before 1 May 2017 and who were aged 19 to 23 at the start (apart from exceptions in the 16 to 18 category) and a small

number of apprentices who were aged 24 at the start of an apprenticeship framework that started before 1 August 2013.

76. **24+ apprenticeship:** Apprentices who started an apprenticeship framework funded under the 'Adult skills' funding model (FM35) before 1 May 2017 and who were aged 24 or older at the start (apart from the exceptions in the 16 to 18 and 19 to 23 categories).

77. **16 to 18 trailblazer apprenticeship:** Apprentices who started an apprenticeship standard funded under the trailblazer funding pilot recorded under the 'Other Adult' funding model (FM81) before 1 May 2017 and who were aged under 19 at the start, or are older apprentices we treat as 16 to 18 year olds because they could not start when they were 16 to 18 for eligible reasons.

78. **19 to 23 trailblazer apprenticeship:** Apprentices who started an apprenticeship standard funded under the trailblazer funding pilot and recorded under the 'Other Adult' funding model (FM81) before 1 May 2017 and who were aged 19 to 23 at the start (apart from exceptions in the 16 to 18 category).

79. **24+ trailblazer apprenticeship:** Apprentices who started an apprenticeship standard funded under the trailblazer funding pilot and recorded under the 'Other Adult' funding model (FM81) before 1 May 2017 and who were aged 24 or older at the start (apart from the exceptions in the 16 to 18 category).

Funding line types within the apprenticeships budget (for starts on or after 1 May 2017)

80. **16 to 18 apprenticeship (from May 2017) non-levy contract (non-procured):** Apprentices who are recorded as ACT2 in the apprenticeship contract type field in the ILR, who are not funded within procured contracts, started an apprenticeship from 1 May 2017, and who were aged under 19 at the start or are older apprentices we treat as 16 to 18 year olds because they could not start when they were 16 to 18 for eligible reasons.

81. **16 to 18 apprenticeship non-levy contract (procured):** Apprentices who are recorded as ACT2 in the Apprenticeship Contract Type field in the ILR, who are funded within procured contracts, started an apprenticeship from 1 January 2018, and who were aged under 19 at the start or are older apprentices we treat as 16 to 18 year olds because they could not start when they were 16 to 18 for eligible reasons.

82. **19+ apprenticeship (from May 2017) non-levy contract (non-procured):** Apprentices who are recorded as ACT2 in the apprenticeship contract type field in the ILR, who are not funded within procured contracts who started an apprenticeship from 1 May 2017 and who were aged 19 or older at the start (apart from exceptions in the 16 to 18 category).

83.   **19+ apprenticeship non-levy contract (procured):** Apprentices who are recorded as ACT2 in the apprenticeship contract type field in the ILR, who are funded under a procured contract, who started an apprenticeship from 1 January 2018, who were aged 19 or older at the start (apart from exceptions in the 16 to 18 category).

84.   **16 to 18 apprenticeship (employer on app service) non-levy funding:** This category includes apprentices who started an apprenticeship from 1 August 2019, who were aged under 19 at the start or are older apprentices we treat 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) under a contract for services with the employer (recorded as ACT1 in the 'Apprenticeship Contract Type' field in the ILR) with a non-levy employer.

85.   **19+ apprenticeship (employer on app service) non-levy funding:** 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 contract for services with the employer (recorded as ACT1 in the 'apprenticeship contract type' field in the ILR) with a non-levy employer

86.   **16 to 18 apprenticeship (employer on app service) levy funding:** This category includes apprentices who started an apprenticeship from 1 May 2017, who were aged under 19 at the start or are older apprentices we treat 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) under a contract for services with the employer (recorded as ACT1 in the 'Apprenticeship Contract Type' field in the ILR) with a levy employer.

87.   **19+ apprenticeship (employer on app service) levy funding:** 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 contract for services with the employer (recorded as ACT1 in the 'Apprenticeship Contract Type' field in the ILR) with a levy employer

88.   **16 to 18 apprenticeship (employer on app Service) unresolved data lock:** This category includes apprentices who started an apprenticeship from 1 May 2017, who were aged under 19 at the start or are older apprentices we treat 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) under a contract for services with the employer (recorded as ACT1 in the 'apprenticeship contract type' field in the ILR) who are subject to a data lock.

89.   19+ apprenticeship (employer on app service) unresolved data lock: 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 contract for services with the employer (recorded as ACT1 in the 'Apprenticeship Contract Type' field in the ILR) who are subject to a data lock.

90.   16 to 18 apprenticeship (employer on app service): This category includes apprentices who started an apprenticeship from 1 May 2017, who were aged under 19 at the start or are older apprentices we treat 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) under a contract for services with the employer (recorded as ACT1 in the 'Apprenticeship Contract Type' field in the ILR). This category is currently shown on submission reports before the type of employer is determined.

91.   19+ apprenticeship (employer on app service): 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 contract for services with the employer (recorded as ACT1 in the 'Apprenticeship Contract Type' field in the ILR). This category is currently shown on submission reports before the type of employer is determined.

Funding line types within the Adult Learner Loans Bursary

92.   **Advanced learner loans bursary**: This category 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. This funding line type includes the career learning pilot earnings.

Funding line types within the European Social Fund (ESF)

93.   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.

Funding summary report

94.   This is the summary report for earnings recorded under:

- non devolved 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

95.   The main changes to this report from 2018 to 2019 are:
- all apprenticeships where the employers have an account on the service, both levy and non-levy, are now listed in a new category 'Apprenticeships – Employers on the Apprenticeship Service'
- following the devolution of part of the AEB, we no longer show devolved AEB earnings on this report. You must use your Devolved Adult Education Funding Summary Report to see your earnings with each devolved authority.
- the career learning pilot has ended, so there is no category for this funding
- the traineeships funded under the 16 to 19 funding model that subsequently turn 19 are now included in the 16 to 18 traineeships section instead of the AEB section.

96.   We generate this report after you submit the ILR.

97.   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. The months in this report are the months when you delivered the learning, or other dates from the ILR such as the actual end date for achievements, rather than the month of payment.

98.   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 Funding summary report (produced at period end) for more information.

99.   See paragraph 66 for information on the funding line types for adults and apprenticeships.

100.   If your ILR and/or EAS submissions generate no earnings, this report will be blank.

101.   This is an Excel file.

Funding summary report (produced at period end)

102.   This version of the report includes the apprenticeship payments we calculate when we match ILR data with the apprenticeship service at the end of each ILR collection.

103.   The structure is similar to the funding summary report produced following ILR submissions (as described from paragraph 94). However, we base the figures for apprenticeships that started from 1 May 2017 onwards on the payments calculated at the end of each collection. This will show the split between payments from co-investment and from levy accounts.

104.   From the 2019 to 2020 year, this report will also show apprenticeships funded through a contract for services with the employer (ACT 1), who have an employer on the service, split out into levy and non-levy on the service. This will show the split of how your payments are apportioned for these funding line types in more detail than the version of this report which we produce on submission.

105.   The figures shown for each month in the report will relate to the month of delivery, which is a different basis to reports such as the apps monthly payment report that shows payments against the 14 collection periods in a year.

106.   From the 2019 to 2020 year, we show contract numbers on this report to help you to match it with your remittance advice. If cash values are shown with "No Contract" then it generally means we will not pay those cash values to you.

107.   If your ILR and/or EAS submissions generate no earnings or payments, this report will be blank.

108.   This is an Excel file.

EAS funding report

109.   This report shows data you submit through the EAS data collection, for funding that you cannot report through the ILR.

110.   This report shows only the valid rows of data from the EAS data submission it has been generated for and displays these valid rows as they appeared in your submission.

111.   We generate this report after you submit the EAS. If you do not submit EAS data, we will not generate this report.

112.   This report is a CSV file.

Apprenticeship (FM36) funding reports

Apprenticeship data match report

113.   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 under a contract for services with the employer (recorded under apprenticeship contract type (ACT) 1). From the 2019 to 2020 year, both levy and non-levy apprentices can appear in this report if you have recorded them as ACT 1 on your ILR.

114.   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.

115.   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.

116.   The example of the data matching error report in paragraph 119 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'.

117.   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.

118.   We have added a new error code; you can now identify when the employer has either paused or stopped payments.

119.   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	10/06/2018	(blank)
DLOCK_10	The employer has stopped the apprenticeship		
DLOCK_11	The employer is not currently a levy payer		
DLOCK_12	The employer has paused payments for this apprentice		

120.   If there are no data matching errors, this report will be blank.

121.   We have published information about how to fix apprenticeship service data mismatches.

122.   This is a CSV file.

Non-contracted apprenticeships activity report

123.   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.

124.   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.

125.   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.

126.   This is a CSV file.

Apps indicative earnings report

127.   This is a report for earnings generated under funding model 36 (apprenticeships from 1 May 2017). It does not include EAS data as the EAS data is at an aggregate level, not at a detailed level.

128.   This is a detailed report for apprenticeships and contains the key information about each apprentice, their learning activity and their expected earnings generated each month.

129.   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.

130.   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.

131.   See paragraph 66 for information on the funding line types for apprenticeships.

132.   All funding model 36 aims are included in this report, regardless of whether there are earnings. If there are no Funding model 36 aims in your ILR submission, this report will be blank.

133.   This is a CSV file.

Apps monthly payment report

134.   This is a report for 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. It does not include EAS data as the EAS data is at an aggregate level, not at a detailed level.

135.   We have removed earnings from this report to make this report simpler. For earnings, please see the apps indicative earnings report described from paragraph 127.

136.   The report explains how we will pay earnings; through co-investment, from a digital account, or a combination of the two.

137.   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.

138.   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.

139.   We base the rows shown in this report primarily on the payments made for each collection from R01 to R14.

140.   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, 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.

141.   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.

142.   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.

143.   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 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.

144.   We have split the employer payments from the payments for learning support, English and maths, and additional payments for providers.

145.   See paragraph 66 for information on the funding line types for apprenticeships.

146.   From the 2019 to 2020 year, we show contract numbers on this report to help you to match it with your remittance advice. If cash values are shown with "no contract" then it generally means we will not pay those cash values to you.

147.   If your ILR submission generates no payments, this report will be blank.

148.   This is a CSV file.

Reconciling the apps monthly payment report with remittance advice documents

149.   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.

150.   The apps monthly payment report shows payments derived from ILR data for the 2019 to 2020 year only. However, the remittances earlier in the 2019 to 2020 year may contain funding relating to 2018 to 2019 ILR data, for example, from ILR collections R13 and R14. The payments from 2018 to 2019 ILR data will not be shown in this report.

151.   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.

152.   Table 5 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

16 to 18 non-levy apprenticeships	**Where** the 'funding line type' is:
	
	• '16 to 18 apprenticeship (from May 2017) non-levy contract (non-procured)'
	
	Sum the following fields for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14):
	
	• The 'co-investment payment for' column
	
	• The columns for:
	
	   • 'payments for learning support, disadvantage and framework uplifts'
	
	   • 'English and maths payments'
	
	   • 'Provider additional payments'
	
	(this excludes the employer and apprentice additional payments)

16 to 18 non-levy apprenticeships additional payments for employers (carry-in)	**Where** the 'funding line type' is: • '16 to 18 apprenticeship (from May 2017) non-Levy contract (non-procured)' **Sum** the 'employer additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14)

16 to 18 apps non-levy (procured)	**Where** the 'funding line type' is:
	
	• '16 to 18 apprenticeship non-levy contract (procured)'
	
	Sum the following fields for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14):
	
	• The 'co-investment payment for' column
	
	• The columns for:
	
	   • 'payments for learning support, disadvantage and framework uplifts'
	
	   • 'English and maths payments'
	
	   • 'Provider additional payments'
	
	(this excludes the employer and apprentice additional payments)

16 to 18 non-levy additional payments employers (procured)	**Where** the 'funding line type' is: • '16 to 18 apprenticeship non-levy contract (procured)' **Sum** the 'employer additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14)

16 to 18 non-levy apprenticeships additional payments for individuals (procured)	**Where** the 'funding line type' is: • '16 to 18 apprenticeship non-levy contract (procured)' **Sum** the 'apprentice additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14)

19+ non-levy apprenticeships	**Where** the 'funding line type' is:
	
	• '19+ apprenticeship (from May 2017) non-levy contract (non-procured)' **OR**
	
	• '19+ apprenticeship non-levy contract (procured)'
	
	Sum the following fields for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14):
	
	• The 'co-investment payment for' column
	
	• The columns for:
	
	  • 'payments for learning support, disadvantage and framework uplifts'
	
	  • 'English and maths payments'
	
	  • 'Provider additional payments'
	
	(this excludes the employer and apprentice additional payments)

19+ non-levy apprenticeships additional payments for employers	**Where** the 'funding line type' is: • '19+ apprenticeship (from May 2017) non-levy contract (non-procured)' **OR** • '19+ apprenticeship non-levy contract (procured)' **Sum** the 'employer additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14)
19+ non-levy apprenticeships additional payments for individuals	**Where** the 'funding line type' is: • '19+ apprenticeship (from May 2017) non-levy contract (non-procured)' **OR** • '19+ apprenticeship non-levy contract (procured)' **Sum** the 'apprentice additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14)

16 to 18 levy funded apprenticeships	**Sum** the 'levy payment for' the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) **Where** the 'funding line type' is '16 to 18 apprenticeship (employer on app service) levy funding
16 to 18 levy apprenticeships funded by co-investment	**Sum** the 'co-investment payment for' the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) **Where** the 'Funding line type' is '16 to 18 Apprenticeship (Employer on App Service) Levy funding'
16 to 18 levy apprenticeships funded by ESFA	**Sum** the columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) for • 'payments for learning support, disadvantage and framework uplifts' • 'English and maths payments' • 'Provider additional payments' **Where** the 'funding line type' is '16 to 18 apprenticeship (employer on app service) levy funding' (this excludes the employer and apprentice additional payments)
16 to 18 levy apprenticeships additional payments for employers	**Sum** the 'employer additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) **Where** the 'Funding line type' is '16 to 18 apprenticeship (employer on app service) levy funding'
16 to 18 levy apprenticeships additional payments for individuals	**Sum** the 'apprentice additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) **Where** the 'funding line type' is '16 to 18 apprenticeship (employer on app service) levy funding'
19+ levy funded apprenticeships	**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) **Where** the 'funding line type' is '19+ apprenticeship (employer on app Service) levy funding'
19+ levy apprenticeships funded by co-investment	**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) **Where** the 'funding line type' is '19+ apprenticeship (employer on app service) levy funding'

19+ levy apprenticeships funded by the ESFA	**Sum** the columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) for • 'payments for learning support, disadvantage and framework uplifts' • 'English and maths payments' • 'Provider additional payments' **Where** the 'funding line type' is '19+ apprenticeship (employer on app service) levy funding' (this excludes the employer and apprentice additional payments)
19+ levy apprenticeships additional payments for employers	**Sum** the 'employer additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) **Where** the 'funding line type' is '19+ apprenticeship (employer on app service) levy funding'
19+ levy apprenticeships additional payments for individuals	**Sum** the 'apprentice additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) **Where** the 'funding line type' is '19+ apprenticeship (employer on app service) levy funding'
16 to 18 non-levy apprenticeships funded by levy (employer on apprenticeship service)	**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) **Where** the 'funding line type' is '16 to 18 apprenticeship (employer on app Service) non-levy funding'
16 to 18 non-levy apprenticeships funded by co-investment (employer on apprenticeship service)	**Sum** the 'co-investment payment for' the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) **Where** the 'funding line type' is '16 to 18 apprenticeship (employer on app service) non-levy funding'

16 to 18 non-levy apprenticeships funded by ESFA (employer on apprenticeship service)	**Sum** the columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) for • 'payments for learning support, disadvantage and framework uplifts' • 'English and maths payments' • 'Provider additional payments' **Where** the 'funding line type' is '16 to 18 apprenticeship (employer on app service) non-levy funding' (this excludes the employer and apprentice additional payments)
16 to 18 non-levy apprenticeships additional payments for employers (employer on app service)	**Sum** the 'employer additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) **Where** the 'funding line type' is '16 to 18 apprenticeship (employer on app Service) non-levy funding'
16 to 18 non-levy apprenticeships additional payments for individuals (employer on app service)	**Sum** the 'apprentice additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) **Where** the 'funding line type' is '16 to 18 apprenticeship (employer on app Service) non-Levy funding'
19+ non-levy apprenticeships funded by levy (employer on apprenticeship service)	**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) **Where** the 'funding line type' is '19+ apprenticeship (employer on app Service) non-levy funding'
19+ non-levy apprenticeships funded by co-investment (employer on apprenticeship service)	**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) **Where** the 'funding line type' is '19+ apprenticeship (employer on app service) non-levy funding'

19+ non-levy apprenticeships funded by ESFA (employer on apprenticeship service)	**Sum** the columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) for • 'payments for learning support, disadvantage and framework uplifts' • 'English and maths payments' • 'Provider additional payments' **Where** the 'funding line type' is '19+ apprenticeship (employer on app service) non-levy funding' (this excludes the employer and apprentice additional payments)
19+ non-levy apprenticeships additional payments for employers (employer on apprenticeship service)	**Sum** the 'employer additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) **Where** the 'funding line type' is '19+ apprenticeship (employer on app service) non-levy funding'
19+ non-levy apprenticeships additional payments for individuals (employer on apprenticeship service)	**Sum** the 'apprentice additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) **Where** the 'funding line type' is '19+ apprenticeship (employer on app service) non-levy funding'

Table 5: Correlation between the columns in the report to the classifications in the remittance advice documents

Apps additional payment report

153.   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. This does not include any earnings claimed through the EAS as the EAS data is at an aggregate level, not at a detailed level.

154.   The report shows the additional payments generated for you or the employer or for the apprentice where the apprentice is a 16- to 18-year-old or an eligible 19- to 24-year-old.

155.   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.

156.　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.

157.　Where we generate apprentice, provider and employer additional payments, we will show these payments on separate rows.

158.　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.

159.　This is a CSV file.

Apps co-investment contributions report

160.　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. It does not include EAS data as the EAS data is at an aggregate level, not at a detailed level.

161.　This report shows the co-investment required from employers which we have calculated for each month, for each apprentice. We identify the employer using the employer identifier recorded in the ILR. We display the employer name from the apprenticeship service where the apprenticeship is linked to an employer's account.

162.　For the 2019 to 2020 year, we have included 2 columns which we introduced in a Beta version of this report towards the end of 2018 to 2019.

- the "employer co-investment percentage" column shows the expected co-investment percentage applicable to this row of the report. For apprentices starting before 1 April 2019 this will be 10% if co-investment is required, and for apprentices starting on 1 April 2019 or later, the percentage will be 5% if co-investment is required

- the "applicable programme start date" column shows the date we have used to calculate the percentage in the previous column. In some cases, this may be blank, if the underlying ILR data was used to calculate a payment in a previous month but the apprentice's ILR data is no longer present and the earlier payment has been cancelled out

163.　We have also added columns to this report to show completion earnings and the resultant payments. These are intended to help you to identify situations where we have

not paid the completion payment due to outstanding co-investment. We only show completion earnings and completion payments for apprentices with co-investment. The 2 columns added for this are:

- completion earnings in this funding year

- completion payments in this funding year

164.   We have also significantly changed the logic in this report to address some cases where rows were being shown incorrectly in the report, for instance when co-investment was generated in a previous year, but the apprentice has left the provider. The report will:

- identify apprentices in the current year's ILR who have had co-investment values generated for payments due from employers, including previous years, or where payments from employers have been collected as shown in ILR "PMR" records

- for those apprentices, show report rows for learning start dates of programme aims, where there are employer co-investment values, payments from employers, completion earnings or payments, associated with a programme aim on that date

165.   If no co-investment is required, and you have not recorded payments collected from the employer, this report will be blank.

166.   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.

167.   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.

168.   In some exceptional cases we may authorise you to use LDM code 361 ('Waiver to record payment records for apprenticeships') for apprenticeships not being delivered to your own staff, if we agree there is no requirement for co-investment payments to be recorded. 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.

169.   We have added a column to this report to indicate when you have used LDM code 356 or 361.

170.   This is a CSV file.

Trailblazer apprenticeships (FM81) funding reports

Trailblazer apprenticeships employer incentives report

171.   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).

172.   If your ILR submission generates no earnings, this report will be blank.

173.   This is a CSV file.

Trailblazer apprenticeships occupancy report

174.   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) and where the programme type (Progtype) = 25 (apprenticeship standard).

175.   All aims recorded under the trailblazer pilot are included in this report, regardless of whether there are earnings. If there are no aims recorded under the trailblazer pilot in your ILR submission, then this report will be blank.

176.   This is a CSV file.

Adult skills (FM35) and Adult Learner Loans funding and community learning reports

Main occupancy report

177.   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).

178.   It contains the key information about the learning aims, the learner and the funding generated each month. It does not include EAS data as the EAS data is at an aggregate level, not at a detailed level.

179.   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.

180.   See paragraph 66 for information on the funding line types for adults and apprenticeships.

181.   All aims recorded under the funding models noted in paragraph 177 are included in this report, regardless of whether there are earnings. If there are no aims recorded in your ILR return for the funding models noted in paragraph 177, this report will be blank.

182.   This is a CSV file.

Summary of funding model 35 funding report

183.   This report shows the earnings generated under funding model 35 (adult skills) by the programme type.

184.   See paragraph 66 for information on the funding line types for adults and apprenticeships.

185.   If your ILR submission generates no earnings, this report will be blank.

186.   This is a CSV file.

Adult funding claim report

187.   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. This report no longer contains any funding model 25 (16 to 19 (excluding apprenticeships)) learners 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 2019, or funding model 35 learners where the source of funding is not 105.

188.   It combines earnings from the ILR and the EAS and we generate this after you submit the ILR.

189.   This report does not contain any funding for apprenticeships or procured AEB provision as we pay these monthly on 'actuals' from 2018 to 2019. See paragraph 66 for information on the funding line types for adults.

190.   If your ILR and/or EAS submissions generate no earnings for the categories in this report, this report will be blank.

191.   This is an Excel file.

Devolved adult education occupancy report

192.   This is the detailed report for devolved adult skills; recorded under funding model 35 (Adult skills) and some learners with learning aims recorded under funding model 10 and a source of funding matching a devolved area (SOF 110 - 116).

193.   It contains the key information about the learning aims, the learner and the funding generated each month. It does not include EAS data as the EAS data is at an aggregate level, not at a detailed level.

194.   For funding model 35 and funding model 10 provision, we show a row for each learning aim.

195.   See paragraph 66 for information on the funding line types for adults and apprenticeships.

196.   All aims recorded under the combination of funding models and SOFs noted in paragraph 192 are included in this report, regardless of whether there are earnings. If there are no aims recorded under the combination of funding models and SOFs noted in paragraph 192 in your ILR submission, this report will be blank.

197.   This is a CSV file.

Devolved adult education funding summary report

198.   This is the summary report for earnings recorded under devolved funding model 35 (adult skills).

199.   We generate this report after you submit the ILR.

200.   This report covers the devolved Adult Education Budget programmes (for provision which is formula-funded) run by the devolved authorities.

201.   Your funding for each devolved authority is shown on a series of sheets within the excel file. Where you have no earnings with a devolved authority, their corresponding sheet will be blank.

202.   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. The months in this report are the months when you delivered the learning, or other dates from the ILR such as the actual end date for achievements, rather than the month of payment.

203.   See paragraph 66 for information on the funding line types for adults and apprenticeships.

204.   If your ILR and/or EAS submissions generate no earnings for learning delivery to devolved authorities, this report will be blank.

205.   This is an Excel file.

Non-contracted devolved adult education activity report

206.   This report shows learning aims for devolved adult education (funding model 10 and 35) where the ILR details for the learning aims have passed validation and we have calculated earnings, but where the devolved authorities have not told us they have a contract with you which would allow them to make payments for those earnings.

207.   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.

208.   This report is similar to the Devolved Adult Education Occupancy Report and contains the same columns. Where we do not have information that you have a contract with a devolved authority, the learning aims affected will appear both in this report and in the Devolved Adult Education Occupancy Report.

209.   We generate this report after you submit the ILR.

210.   This report covers the devolved AEB programmes run by the devolved authorities.

211.   See paragraph 66 for information on the funding line types for adults and apprenticeships. However, note that inclusion in this report is likely to mean that no payment will be made, regardless of the funding line type shown.

212.   If your ILR contains no learning aims where the source of funding is one of the devolved authorities, or if you have an appropriate contract in place with all devolved authorities you've recorded learning delivery for in your ILR, then this report will be blank.

213.   This is a CSV file.

ALLB occupancy report

214.   This is a detailed report that contains the funding for support payments and area costs for learners funded through an Advanced Learner Loan; recorded through Funding model 99 (Non-funded) with a Learning Delivery Funding and Monitoring Type 'ADL' ('Advanced Learner Loans indicator'). It does not include EAS data as the EAS data is at an aggregate level, not at a detailed level.

215.   This report contains the key information about the learning aim references, learners and the month your data generated any earnings.

216.   Funding model 99 aims are included in this report if one of the following conditions is met.

- the ADL code and ALB code have been returned

- the ADL code has been returned and an area cost uplift has been earned

217.   If there are no Funding model 99 aims in your ILR submission with the ADL and ALB code, or the ADL code and an area cost uplift, this report will be blank.

218.   This is a CSV file.

CL summary of learners by non-single budget category report

219.   This is an aggregated report detailing the number of learners and enrolments for the former 'Community Learning' programme recorded under Funding model 10 (Community Learning).

220.   All Funding model 10 learning aims for source of funding 105 are included in this report. If there are no non-devolved Funding model 10 learning aims in your ILR submission, this report will be blank.

221.   This is an excel file.

European Social Fund (FM70) reports

ESF supplementary data funding report

222.   This is a report detailing the valid rows of data from your ESF Supplementary Data Round 2 submission as they appeared in your submission.

223.   Where there is a Cost Type of 'Unit Cost' or 'Unit Cost Deduction', this report will look up the corresponding value for the deliverable you are claiming against, and this will be added to the Value column.

224.   We generate this report after you submit the ESF Supplementary Data Round 2. If you do not submit an ESF Supplementary data Round 2 file, we will not generate this report.

225.   You can find this report in the ESF Supplementary Data Round 2 submission area of your active, completed or archived reports after you upload your file to Submit learner data.

226.   This is a CSV file.

ESF round 2 aim and deliverable report

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

228.   This report is generated after the ILR is submitted and after the supplementary data round 2 submission. Note that the supplementary data is not included in the report.

229.   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, we show a row for each deliverable for each month.

230.   This is a CSV file.

ESF round 2 funding summary report

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

232.   We generate this report after you submit the ILR and/or the supplementary data round 2 submission; it does not matter which order you submit the data.

233.   We show this report 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 Round 2 programme, because you can return the supplementary data with information going back to the start of a provider's contract.

234.   If your ILR and/or supplementary data submissions generate no earnings, this report will be blank.

235.   This is an excel file.

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