WEST MIDLANDS COMBINED AUTHORITY

SKILLS PROGRAMMES Coding Guidance 2023/2024
(For the funding year 1 August 2023 to 31 July 2024)

Version 2

This document sets out the funding and coding rules that apply to all providers of education and training who receive skills programmes funding, including but not limited to Adult Education Budget funding, Free Courses for Jobs (FCFJ) funding, UK Shared Prosperity Fund (UK SPF), Multiply and/or National Skills Fund Technical Bootcamp funding for residents, residing in the West Midlands Combined Authority (WMCA) area. Additional guidance on these programmes will be given in the documents listed in Annex A. Providers must read these in conjunction with the Skills Programme Funding rules, Skills Programmes Provider Payment & Performance Management Framework, and any other related operational guidance.

August 2023

Contents

WMCA Skills programmes Coding Guidance. Key Changes for 2023/24

Area	Link	Overview of change	Version changed
Community learning	Community Learning	Additional requirements on data collection and new attribute fields	1
Vocational ESOL	Vocational ESOL	Redefined the coding and use of Vocational ESOL for clarity	1
Employment Package (DPS1)	Employment Package	Introduction of new Employment package and coding – Those starting April 2023	1
Basic Skills Package	Basic Skills Package	Introduction of new Basic Skills package and coding	1
Into employment programmes	Into employment	Introduction of new into employment programmes and coding	1
Higher level skills Package	Higher level skills	Introduction of new higher-level Skills package and coding	1
Employment Package (DPS7)	Employment Package (DPS7)	Introduction of new Employment package and coding – Those starting August 2023	2
Residential Uplift	Residential Uplift	Introduction of new residential uplift coding for specialist Colleges	2

A full overview of the changes can be found in Annex B

Section 1. Introduction and purpose of the document

1. **Introduction**

    1.1.   This document provides a technical specification of ILR data collection requirements, for those who make data returns, implement data specifications and design information systems, including management information (MI) managers, software writers and suppliers.

    1.2.   This guidance will support providers with specific coding of fields in the ILR, including DAM codes, relating to WMCA delivery.

    1.3.   The data collected is used to calculate funding due to FE providers, for performance monitoring, future planning and to ensure that public money is being spent in line with WMCA priorities.

    1.4.   The guidance referred to within this document will relate only to providers who have WMCA funding and support residents with a WMCA home postcode at the start of each learning aim.[1]

    1.5.   The source of funding for WMCA-funded Students is.

        1.5.1.   112 for Adult Education Budget (AEB) and Free Courses for Jobs (FCFJ) and Skills Bootcamps.

        1.5.2.   998 for Multiply.

    1.6.   The WMCA postcode list will be published by the ESFA on the 1st of August 2023 and is listed below.

        1.6.1.   https://www.gov.uk/government/publications/adult-education-budget-aeb-postcode-files

    1.7.   The information here is in addition to ILR guidance provided by the ESFA, please refer to the ILR specification, validation rules and appendices 2023 to 2024

---

[1] Skills Bootcamps will, where guidance allows support for residents outside the WMCA region. Please refer to the WMCA Skills Programme Funding rules for more information. Multiply and UKSPF will support residents who fall outside of the WMCA region.

1.8.   Providers should ensure the use of this guidance in conjunction with documents listed in Annex A

Section 2 - Eligibility specification AEB only

2. <u>**Students Unemployed and NOT in receipt of Benefits**</u>

2.1.   All unemployed residents, including those who are inactive, will be fully funded according to WMCA Skills Programme funding rules. Previously, providers were unable to process an unemployed resident, unless they were claiming a benefit, due to validation rules.

2.2.   For Providers who wish to fully fund unemployed residents, who are **<u>not</u>** in receipt of benefits (on aims up to and including level 3), the ILR must be coded as follows:

ILR Name	ILR code	Mandatory	Notes
EmpStat	11 or 12	Y	Employment status at the start of the learning aim
BSI	null	Y	Benefit Status Indicator must be left blank or null
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FFI	1	Y	Fully Fund the aim
DAM	023	Y	Prevents validation error

3. <u>**Low Wage Pilot (Employed Students) AEB only.**</u>

3.1.   Residents who meet the minimum wage threshold listed in the WMCA Skills Programme funding rules will be entitled to full funding.

3.2.   Providers who wish to fully fund low-wage residents, should code the ILR as follows:

ILR Name	ILR code	Mandatory	Notes
EmpStat	10	Y	Employment Status at the start of the learning aim
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
FFI	1	Y	Fully Fund the aim
DAM	023	Y	Prevents validation error
DAM	010	Y	For Low Wage WMCA Students, use this DAM code

3.3.   Please note: While the low wage threshold applies to FCFJ, the coding will **<u>be different</u>** – please refer to the ***FCFJ section***

3.4.   Where the low-wage DAM code is used, providers should ensure evidence is available to satisfy the following conditions:

3.4.1.   Eligible for Co-Funding (for Entry, Level 1, Level 2, and Level 3) and

3.4.2.   Earning less than the low wage threshold listed in the WMCA Skills Programme funding rules, and

3.4.3.   Enrolled on learning up to and including Level 3

3.5.   Low wage ILR coding, should not be used if an activity is covered under legal entitlement (e.g., English, maths, First Full L2/L3)

4. Resident is Unemployed, aged 24+ and studying their First Full Level 3 (AEB only)

4.1.   The WMCA will fully fund residents who are aged 24 or over, and who are studying their first full level 3.

4.2.   Providers wishing to fully fund residents who are 24+ and taking their first Full level 3, should code the ILR as follows:

ILR Name	ILR code	Mandatory	Notes
PriorAttain		Y	e.g., Entry, Other qualifications below level 1, Level 1, No Qualifications, Level 2 only
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
EmpStat	10, 11 or 12	Y	Employment Status at the start of the learning aim
FundModel	35	Y	
SOF	112	Y	
DAM	002	N	Required for Procured AEB i.e. All ITP providers and if an activity is part of the Grant Growth Contract award
DAM	023	Y	Prevents validation error
DAM	045	Y	Use where the collection of the non-government contribution to a co-funded learning aim is waived by WMCA and the provider by applying the approved WMCA flex to apply full funding to residents who are 24+ and taking their first full Level 3 (National policy legal entitlement)

4.3.   The following conditions must apply:

4.3.1.   Aged 24 or over at the start of the aim.

4.3.2.   Have the employment status of 10, 11 or 12.

4.3.3.   The student has not studied a full level 3 or higher previously.

4.3.4.   The Level 3 aim must be on the Entitlement list published by the ESFA.

5. Level 3+ Approved Flexibility

5.1.   As part of the devolved funding agreements, WMCA can, where approved, offer additional flexibilities outside of the AEB level 3+ legal entitlement funding list.

5.2.   Providers wishing to fully fund residents outside legal entitlement as part of the Level 3 flexibility, should code the ILR as follows:

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
FFI	1	Y	Fully Fund the aim
OtherFundAdj	xxx	N	Depending on the proportion agreed to be funded (25, 50 or 75)
DAM	023	Y	Prevents validation error
DAM	063	Y	Use where the collection of the non-government or Student contribution for learning aims is waived by the managing authority and the provider has WMCA approval of requested flexibility to allow providers to full/partial funding qualification that would previously have been co-funded, or Student loan funded.
DAM	002	N	Required for Procured AEB i.e. All ITP providers and if an activity is part of the Grant Growth Contract award

Please note that the student must first be assessed to see if they can exercise their legal entitlement at level 3

5.3. Where applicable, WMCA will work with the ESFA to request LARS code/s and or category code changes as needed.

5.4. Please ensure where you are using this code, you have written approval for audit purposes.

6. DAM code 043 – Capping Factor Exemption

6.1. Based upon the ESFA funding rules a funding cap applies to each resident, across all adult skills budget provisions except apprenticeships. The funding cap is £4,400 per resident per year before any weightings or government contribution calculations are applied.

6.2. For the WMCA to fund residents, where agreed, for more than £4,400 per year, DAM code 043 will need to be applied.

6.3. The DAM code will need to be applied against each learning aim that the provider wishes to remove the £4,400 cap.

6.4. This code must only be used with explicit written permission from the WMCA, which will be reviewed and agreed upon as part of the WMCA business case process.

Section 3 – AEB Course Specifications

7. Health and Social Care Plan

7.1. The WMCA will work with providers, in the implementation and monitoring of enrolments, linked to the Health and Social Care Plan'.

7.2. The aim of this initiative is to enrol residents on more substantial Health and Social Care programmes, that are flexible and provide real progression routes into jobs and further education.

7.3. A Health and Social Care Pan programme could have several different components and are made up of aims in different Sector Subject Areas.

7.4. Providers delivering aims linked to the Health and Social Care plan, where agreed by WMCA, provider should code the ILR as follows:

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	023	N	Prevents validation error
DAM	061	Y	Identifies the aim as part of the Health and Social Care Plan programme

7.5. Please use this DAM code for any aim that is part of this programme, including any component. If this code is not used, then the WMCA will assume it is not part of a programme.

7.6. Please ensure that you have permission from the WMCA to deliver a Health and Social Care aims before enrolling residents on the programme.

8. HS2 delivery

8.1. The investment in HS2 in our region has created new roles and opportunities for West Midlands residents.

8.2. To test the impact of training by WMCA providers, we have created a DAM code to track training related to HS2. This could be a range of training from Rail to Administration, providing links to jobs for HS2.

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
DAM	056	Y	Identifies the aim linked to HS2 jobs

9. Vocational ESOL

9.1. The aim of the Vocational ESOL programme is to measure the impact of ESOL enrolments on the residents' ability to secure employment in their chosen vocational area.

9.2. A Vocational ESOL programme will have the following components:

9.2.1. ESOL

9.2.2. Vocational delivery

9.3. Providers have an option on how this will be coded in the ILR, this could include.
- 9.3.1. Separate ESOL and vocational delivery aims or
- 9.3.2. One learning aim, which incorporates both ESOL and vocational delivery.
  - 9.3.2.1. where providers are using one aim, at least 50% of the aim should be linked to vocational learning.

9.4. DAM code 054 will identify students who are part of this programme. Please use this DAM code for any aims that are part of this programme, including ESOL aims.

9.5. Providers delivering aims linked to the Vocational ESOL, where agreed by WMCA, should code the ILR as follows.

LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	023	N	Prevents validation error
DAM	054	Y	Identifies the aim as a component of a Vocational ESOL programme

9.6. If this code is not used, then we will assume it is not part of the ESOL Vocational programme.

9.7. Please ensure that you have permission from the WMCA to deliver ESOL as part of your delivery plan before enrolling Students on the programme.

10. Level 2 uplift

10.1. To support individuals with the opportunity to develop core occupational skills, WMCA has provided a 10% uplift to level 2 qualifications which aligns with sector propositions for Health & Social Care and Construction.

10.2. The uplift will need to be applied to the 'other funding adjustment' field.

11. Level 2 Health & Social Care uplift qualification list

Learning Aim	Learning aim reference
Extended Diploma in Health and Social Care	60188558
Technical Certificate in Healthcare, Care and Childcare	60302963
Diploma in Care (RQF)	60325549
Diploma in Care	60326116
BTEC Diploma in Care (England)	60327625
Diploma in Care (RQF)	60328253

Certificate in Preparing to Work in Adult Social Care	50115868
Certificate in Preparing to Work in Adult Social Care	60000478
Certificate in Preparing to Work in Adult Social Care (RQF)	60038251
Certificate in Understanding Working in the Health Sector	60141281
Certificate in Common Health Conditions	6014306X
Certificate in Customer Service for Health and Social Care Settings	60304832
Certificate in Common Health Conditions (RQF)	60330053
Certificate in Introducing Caring for Children and Young People (RQF)	60330089
Award in Customer Service for Health and Social Care Settings	60339949
BTEC First Extended Certificate in Health and Social Care	60063129

12. Level 2 Construction uplift qualification list

Learning Aim	Award Type
Brickwork Diploma Level 2	Diploma
Carpentry & Joinery Diploma Level 2	Diploma
Carpentry (Site) Diploma – Level 2	Diploma
Ceramic Wall & Floor Tiling Diploma Level 2	Diploma
Building Maintenance Operations Level 2	Diploma
Interior Systems NVQ	NVQ
Painting & Decorating Diploma Level 2	Diploma
Plastering Diploma Level 2	Diploma
Construction Industry Scaffolders Scheme (CISRS) Part 2 (Tube & Fitting)	License
Scaffolding NVQ Level 2	NVQ
Roof Slating and Tiling Level 2	Standard
Groundworks	NVQ
Cable Avoidance (Cat and Genny) NPORS	NPORS
Installing, Testing and Maintaining Air Conditioning Diploma (6187-01) Level 2	Diploma
Refrigeration Maintaining Systems Diploma (6187-02) Level 2	Diploma
F-Gases for Refrigeration and Air Conditioning City & Guilds Level 2	C & G
Electrical Installation (2365) Diploma Level 2	Diploma

13. <u>Community Learning</u>

14. <u>Overview of Changes for 2023/24</u>

14.1.   From 1 August 2023, we will adopt the changes to how Community Learning is recorded in the ILR.

14.2.   The existing 4 ASL codes (PCDL, FEML, WFL, NDLC) will no longer be used for new starts in the 2023/24 funding year, however, these will continue to be used for existing learners who started on provision in 2022/23.

14.3.   These will be replaced with 7 new ACL "purpose" types of fields, the completion of this field will be enforced by validation.

14.4.   Each learner must have 1 code recorded per learning aim. We recognise that a learner may have more than one purpose for enrolling on Community Learning provision so please attribute the main purpose for the training, per course basis rather than per learner.

14.5.   Provision being delivered through Family Learning, will need to be highlighted by assigning attribute code AFL 1.

14.6.   In addition to the above, the below field will become mandatory for WMCA Community Learning provision.

14.6.1. Full/co-funding indicator (FFI)

14.6.2. Employment status

14.6.3. Destination and progression data

14.6.4. Delivery postcode

14.6.5. Planned GLH

15. <u>Community Learning purpose: attribute field</u>

15.1.   The provision types for Community Learning have been revised to show the purpose of Community Learning provision in line with the objectives outlined in the CL section of the [Skills Programme funding rules.](#)

15.2.   From the 1st of August 2023 this field should be used to align delivery with the Community learning objective, relevant to the learning which is being delivered.

15.3.   Learners must be recorded against the codes outlined in the table below which relate to the Community Learning objectives as follows:

Code	Title	Description
1	Engaging and/or building confidence	ACL1 = 'improved confidence and willingness to engage in learning'.
2	Preparation for further learning	ACL2 = 'acquisition of skills preparing people for training, employment or self-employment'. This objective has been separated into two codes. ACL2 records those learners undertaking provision for further learning.
3	Preparation for employment	ACL3 = 'acquisition of skills preparing people for training, employment or self-employment'. This objective has been separated into two codes. ACL3 records those learners undertaking provision for employment or self-employment.
4	Improving essential skills including English, ESOL, Math and Digital	ACL4 = 'improved digital, financial literacy and/or communication skills. ACL4 has been revised to reflect current terminology, 'essential skills', which includes English (including English for speakers of Other Languages), maths, and digital provision.

5	Equipping parents/careers to support children's learning	ACL5 = 'parents/carers better equipped to support and encourage their children's learning'.
6	Health and well-being	ACL6 = 'improved/maintained health and/or social well-being'.
7	Developing stronger communities	ACL7 = 'develop stronger communities, with more self-sufficient, connected, and pro-active citizens, leading to increased volunteering, civic engagement, and social integration; reduced costs on welfare, health, and anti-social behaviour; increased online learning and self-organised learning; the lives of our most troubled families being turned around

16. Community Learning which is Family learning: attribute field

16.1. The purpose of this field is to record Family Learning under Community Learning provision.

16.2. You should record all learning aims and purpose codes delivered through Family Learning and funded through the Community Learning funding model (Funding Model 10) using this field.

16.3. Learners' children must be under 18 years of age.

Code	Title
1	Family Learning provision type

17. Mandatory fields for Community Learning in 2023/24

17.1. WMCA will expect all Community learning providers to complete the following fields. While these will not be enforced validation by ESFA, WMCA will be making these fields a requirement of funding.

Field	Requirement
Full/co-funding indicator (FFI):	FFI1 (fully funded learning aim) should be used if the learner is fully funded and does not pay any fees.
	FFI2 (co-funded learning aim) should be used if the learner is co-funded and, as such, makes a contribution to the cost of the provision by paying a fee.
Employment status	The Employment status monitoring should be captured for all residents.
Destination and progression data	Destination for residents should be captured for all learning aims, which have ended.
Delivery Postcode	Providers should ensure that the delivery location is populated – WMCA will discuss with providers where this hasn't been completed
Planned GLH	Providers should capture the planned GLH of the course

18. <u>Residential uplift</u>

18.1.   Where approved, the WMCA will provide an uplift for specialist providers who offer residential opportunities for WMCA residents.

18.2.   To identify courses that are being delivered to learners in residence. The provider will need to code the ILR as follows.

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
DAM	060	Y	Identifies residential learners

Section 4 – AEB Additional ILR coding

19. <u>Support for procured delivery.</u>

19.1.   The following guidance will show providers how to code the Individualised residents Record (ILR) for providers that have been successful in securing allocations for:

19.1.1. Employment package

19.1.2. Basic Skills Package

19.1.3. Higher Level Skills Package

20. <u>Employment package (DPS1 – April 2023)</u>

20.1.   This is applicable to any contract for service providers who have been allocated an Employment Package (DPS1) which commenced in April 2023.

20.2.   The aim of the provision is to deliver a skills training offer that will be responsive and flexible, providing transitional support from unemployment into sustainable employment leading to further skills progression.

20.3.   The programme will consist of three phases:

20.3.1. Phase one – Pre-employment

20.3.2. Phase two – In work progression

20.3.3. Phase three – Further in work progression (optional)

20.4.   Wrap-around support can be used alongside these phases up to a maximum of 12 weeks per resident.

20.5.   Providers delivering aims linked to the Employment package, where agreed by WMCA, should code the ILR as follows for every aim submission:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Must be one of the predefined aims for phase 1 or Regulated qualification for phase 2

LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
EmpStat	10, 11 or 12	Y	Employment Status at the start of the learning aim
FundModel	35	Y	
SOF	112	Y	
DAM	068	Y	068 identifies the Employment package, which started in April 2023 (DPS 1)
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode

21. Phase 1 aim reference

21.1.   Phase 1 will need to be coded as follows.

Aim reference	Aim title
Z0010007	Phase 1 Employment: 4-week programme
Z0010008	Phase 1 Employment: 8-week programme
Z0010009	Phase 1 Employment: 12-week programme

22. Phase 2 and 3 coding

22.1.   Providers delivering aims under phases 2 and 3 will use LARS-regulated aims linked to the SSA required.

23. Wrap-around aim reference.

23.1.   Wrap-around support can be provided during any phase up to a maximum of 12 weeks per resident.

23.2.   Wrap-around support can be provided to

23.2.1. residents who progressed into work and onto a phase 2 programme of learning and

23.2.2. residents who have been unsuccessful in progressing into sustainable employment initially, in order to progress into further education or sustainable employment at a later stage.

23.3.   Funding will be claimed through EAS relating to direct guided learning evidence.

23.4.   WMCA will request an additional document to be completed and returned monthly, which records a full breakdown per learner on funding provided. The funding identified should match EAS claims.

23.5.   The maximum amount claimable per learner is.

23.5.1. 4-week programme - £500

23.5.2. 8-week programme – £1000

23.5.3. 12-week programme - £1,500

24. Job outcome

24.1.   The WMCA requires providers to update, 'day one' job outcome in the Destination and Progression field in the ILR as part of the programme aim.

25. 13 Week sustainment

25.1.   For the provider to claim a payment then the following conditions must be met:

25.1.1. The resident has been employed for 13 consecutive weeks at the same employer.

25.2.   There will be two different learning aims, based on the resident's age as below:

25.2.1. Z0009136- residents aged 19 to 23 and

25.2.2. Z0009137 - residents aged 24 or over.

25.3.   The aims, relate to the age of the resident at the start of the programme. For example, if the resident starts a programme aged 23 but turns 24 when they get a job, then the provider would still use the 19-23 learning aim to claim a 13-week sustainment.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0009136	Y	Use for a Student aged 19 to 23 Job outcome payment
	Z0009137		Use for a Student aged 24+ Job outcome payment
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
EmpStat	11 or 12	Y	Employment Status at the start of the learning aim
FundModel	35	Y	
SOF	112	Y	
DAM	023	N	Prevents validation error
Destination and Progression	EMP	Y	Updates the validation for a job outcome

Do not enrol the student to this aim before they have completed 13 weeks.

25.4.   The start, the planned and the actual end dates in the ILR should be the first day of the 13-week sustainment date. This date should be 13 weeks after the start of the day 1 job outcome listed in the destination and progression field.

26. Employment package (DPS7 – August 2023)

26.1.   This is applicable to any contract for service providers who have been allocated an Employment Package under Service Industries, which commenced in August 2023.

26.2.   The aim of the provision is to deliver a skills training offer that will be responsive and flexible, providing transitional support from unemployment into sustainable employment leading to further skills progression.

26.3.   The programme will consist of three phases:

26.3.1. Phase one – Pre-employment

26.3.2. Phase two – In work progression

26.3.3. Phase three – Further in work progression (optional)

26.4.   Wrap-around Support funding will be available to cover the full live cycle of the learner's journey.

26.5.   Providers delivering aims linked to the Employment package, where agreed by WMCA, should code the ILR as follows for every aim submission:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Must be one of the predefined aims for phase 1 or Regulated qualification for phase 2
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
EmpStat	10, 11 or 12	Y	Employment Status at the start of the learning aim
FundModel	35	Y	
SOF	112	Y	
DAM	058	Y	058 identifies the Employment package, which started in August 2023 (DPS7)
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode

27. Phase 1 aim reference

27.1.   Phase 1 will need to be coded as follows.

Aim reference	Aim title
Z0010007	Phase 1 Employment: 4-week programme
Z0010008	Phase 1 Employment: 8-week programme
Z0010009	Phase 1 Employment: 12-week programme

28. Phase 2 and 3 coding

28.1.   Providers delivering aims under phases 2 and 3 will use LARS-regulated aims linked to the SSA required.

29. Wrap-around aim reference.

29.1.   Wrap-around Support funding will be available to cover the full live cycle of the learner's journey.

29.2.   Wrap-around support can be provided to

29.2.1. residents who progressed into work and onto a phase 2 programme of learning and

29.2.2. residents who have been unsuccessful in progressing into sustainable employment initially, in order to progress into further education or sustainable employment at a later stage.

29.3.   Funding will be claimed through EAS relating to direct guided learning evidence.

29.4.   WMCA will request an additional document to be completed and returned monthly, which records a full breakdown per learner on funding provided. The funding identified should match EAS claims.

29.5.   The maximum amount claimable per learner is £1,500.

30. Job outcome

30.1.   The WMCA requires providers to update, 'day one' job outcome in the Destination and Progression as part of the programme aim.

30.2.   For the provider to claim a payment then the following conditions must be met:

30.2.1. Evidence is held showing progression into work, following an into employment programme.

30.3.　　The ILR will be coded as below.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010079	Y	Into employment: Job Outcome: Day 1
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
DAM	023	N	Prevents validation error
Destination and Progression	EMP	Y	Updates the validation for a job outcome

30.4.　　When submitting a Job Outcome aim in the ILR please code it in the ILR with a one-day duration and the same Start date, Planned End date and Actual End.

30.5.　　The start, the planned and the actual end dates in the ILR should be the first day of the job outcome.

31. Week 13 Sustainment

31.1.　　For the provider to claim a sustainment payment then the following conditions must be met:

31.1.1. The resident has been employed for 13 consecutive weeks at the same employer.

31.2.　　The ILR will be coded as below.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010080	Y	Into employment: Job Outcome: Day 1
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
DAM	023	N	Prevents validation error
Destination and Progression	EMP	Y	Updates the validation for an outcome

31.3.　　The start, the planned and the actual end dates in the ILR should be the first day of the 13-week sustainment date.

31.4.　　This date should be 13 weeks after the start of the day 1 job outcome listed in the destination and progression field.

ILR Name	ILR Code
LearnAimRef	Z0010080
Start Date	13/03/2023
Planned End Date	13/03/2023

Actual End Date	13/03/2023
Completion Status	2
Outcome	1

31.5. Provider must retain evidence of employment for 13 consecutive weeks. This evidence will need to be kept in the resident's file and available for compliance reviews if required.

32. Basic Skills Package

32.1. This is applicable for any contract for service providers, who have been allocated the Basic Skills Package.

32.2. The aim of the provision is to establish, a basic skills offer that increases levels of attainment, to support progression to level 2 and above aligned with our sector plans and labour market needs.

32.3. The programme will consist of the delivery of

32.3.1. Digital, English, language (ESOL), and maths provision up to Level 1,

32.3.2. a vocational qualification at Level 1 and

32.3.3. wrap-around support offer that includes CEIAG support.

32.3.3.1. Wrap-around support can be used alongside these phases up to a maximum of 12 weeks per resident.

32.4. Providers delivering aims linked to the Basic Skills package, where agreed by WMCA, should code the ILR as follows for every aim submission:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Must be one of the predefined aims for wrap-around or Regulated qualification up to and including level 1
PriorAttain		y	Entry, Other qualifications below level 1, Level 1, No Qualifications,
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
EmpStat	10, 11 or 12	Y	Employment Status at the start of the learning aim
FundModel	35	Y	
SOF	112	Y	
DAM	069	Y	Identifies the Basic Skills package.
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode

33. Wrap-around the aim reference.

33.1. Wrap-around support can be provided during any phase up to a maximum of 12 weeks per resident.

33.2. Wrap-around support will need to be coded as follows.

Aim reference	Aim title

Z0010013	Basic Skills Wrap-around package (4 weeks)
Z0010014	Basic Skills Wrap-around package (8 weeks)
Z0010015	Basic Skills Wrap-around package (12 weeks)

34. Higher level skills delivery

34.1.   This is applicable for any contract for service providers, who have been allocated a higher-level skills package.

34.2.   The WMCA is seeking a flexible higher-level skills training offer capable of supporting its residents to acquire the skills that employers need. The training will need to support upskilling and reskilling with residents progressing within work or towards higher-level jobs.

34.3.   There are two funding lines which providers will be awarded, these are:

34.3.1. Free Courses for Jobs – Please ensure where FCFJ is delivered through Higher level procurement; you follow both this and the FCFJ coding guidance.

34.3.2. Adult Education Budget – for Level 2, 3, 4 and 5 courses

34.4.   Providers delivering aims linked to the Higher-level skills package, where agreed by WMCA, should code the ILR as follows for every aim submission:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Must be one of the predefined aims in your delivery plan
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
EmpStat	10, 11 or 12	Y	Employment Status at the start of the learning aim
FundModel	35	Y	
SOF	112	Y	
DAM	057	Y	Identifies the Higher-level delivery
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode

35. Wrap-around.

35.1.   Wrap-around Support funding will be available to cover the full live cycle of the learner's journey, including progression and tracking:

35.2.   Funding will be claimed through EAS relating to direct guided learning evidence.

35.3.   WMCA will request an additional document to be completed and returned monthly, which records a full breakdown per learner on funding provided. The funding identified should match EAS claims.

35.4.   The maximum amount claimable per learner is £1,500.

35.4.1. This will be co-funded at 50% if the learner is employed and earning above the low wage threshold.

Section 5 – Into Employment Programmes

This section is currently under review, updates to follow.

36. Into-employment programmes

36.1. The new WMCA into employment programme funding methodology has been designed to replace SWAP/SG/CG delivery, with the aim to drive better outcomes for learners in bespoke provision that moves them into employment.

36.2. This model will be the basis to expand the Into-employment programmes beyond the relatively small proportion of the population who are unemployed and out to the economically inactive, those in work without basic skills, and sections of the community who suffer from inequality in the workplace, for example, disabled residents.

36.3. Into-employment programmes will continue to be co-created with employers which are designed to move residents into employment and to upskill and support the progression of those in low-paid jobs.

36.4. The programme will consist of:

36.4.1. Delivery of a programme either 2 or 4 weeks in length

36.4.2. License/exam registration

36.4.3. Work Experience

36.4.4. Wrap-around support which will the over the full live cycle of the learner's journey, including progression and tracking.

36.4.5. Day 1 job outcome payment

36.4.6. Week 13 sustained employment

37. Phase 1

38. Into Employment - Programme delivery

38.1. The aim of the provision is to deliver a skills training offer that will be responsive and flexible, providing transitional support from unemployment into sustainable employment leading to further skills progression.

38.2. Phase 1 will be linked to vocational modules, WEX and License/exam registration (where required)

38.2.1. Wrap-around support element (where required) will be claimed through EAS.

38.3. Providers delivering aims linked to Pre-Employment Programmes, where agreed by WMCA and in Delivery plans, should code the ILR as follows:

ILR Name	ILR code	Mandatory	Notes
Learning Aim ref	*LARS code*	Y	Must be one of the predefined aims for phase 1
Employment status	10, 11 or 12	Y	Into-Employment training that supports people in work (Universal Credit claimants, residents on zero-hours contracts, residents on part-time contracts and self-employed residents) as well as inactive residents.
Funding Model	35	Y	Must be returned to identify Adult Skills
Source of Funding	112	Y	Identifies that the funding authority is WMCA.

DAM code	010	N	Must be included where the learner is Low Wage and Employed
DAM Code	013	Y	The main aim of a work programme
DAM code	023	Y	Prevents validation error

38.4.   The 20% aim achievement payment will only be paid where a resident has gone into work and evidence is available. Job outcome code information can be found [here](#).

38.5.   The 'outcome' of the aim should be recorded, based on the definitions below.

Outcome code	Definition in reference
1 Achieved	The resident has completed all or part of the learning and gone into work*
2 Partial achievement	The resident has completed all the learning but has not gone into work
3 No achievement	The resident hasn't completed the learning or gone into work
8 Learning activities are complete, but the outcome is not yet known.	The resident has completed all the learning and gone into work, but evidence of employment is pending.

*WMCA will allow up to 12 weeks from the end of the programme for job evidence collection. Please note, where the programme ends on 31st July the period for collections will be shorter due to hard close.

39. Phase 1 aim reference

39.1.   Phase 1 will need to be coded as follows.

Aim reference	Aim title
Z0010055	Into Employment - Health, Public Services and Care - 2-week programme
Z0010056	Into Employment - Agriculture, Horticulture and Animal Care - 2-week programme
Z0010057	Into Employment - Engineering and Manufacturing Technologies - 2-week programme
Z0010058	Into Employment - Construction, Planning and the Built Environment - 2-week programme
Z0010059	Into Employment - Information and Communication Technology (ICT) - 2-week programme
Z0010060	Into Employment - Retail and Commercial Enterprise - 2-week programme
Z0010061	Into Employment - Leisure, Travel and Tourism - 2-week programme
Z0010062	Into Employment - Arts, Media and Publishing In Work programme - 2-week programme
Z0010063	Into Employment - Social Sciences - 2-week programme

Z0010064	Into Employment - Languages, Literature and Culture - 2-week programme
Z0010065	Into Employment - Education and Training - 2-week programme
Z0010066	Into Employment - Business, Administration, Finance and Law - 2-week programme
Z0010067	Into Employment - Health, Public Services and Care - 4-week programme
Z0010068	Into Employment - Agriculture, Horticulture and Animal Care - 4-week programme
Z0010069	Into Employment - Engineering and Manufacturing Technologies - 4-week programme
Z0010070	Into Employment - Construction, Planning and the Built Environment - 4-week programme
Z0010071	Into Employment - Information and Communication Technology (ICT- 4-week programme)
Z0010072	Into Employment - Retail and Commercial Enterprise - 4-week programme
Z0010073	Into Employment -Leisure, Travel and Tourism - 4-week programme
Z0010074	Into Employment - Arts, Media and Publishing - 4-week programme
Z0010075	Into Employment - Social Sciences - 4-week programme
Z0010076	Into Employment - Languages, Literature and Culture - 4-week programme
Z0010077	Into Employment - Education and Training - 4-week programme
Z0010078	Into Employment - Business, Administration, Finance and Law - 4-week programme

40. Work Experience (WEX)

40.1.   Delivery of WEX within a Phase 1 programme, will need to code as follows.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010081	Y	Phase 1 Work experience
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
EmpStat	10, 11 or 12	Y	Employment Status at the start of the learning aim
FundModel	35	Y	
SOF	112	Y	
DAM	023	N	Prevents validation error
DAM	16	Y	Component Aim (016) of an in-work programme

41. Wrap-around.

41.1.   Wrap-around Support funding will be available to cover the full live cycle of the learner's journey, including progression and tracking:

41.2.   Funding will be claimed through EAS relating to direct guided learning evidence.

41.3.   WMCA will request an additional document to be completed and returned monthly, which will record a full breakdown per learner on wrap-around support provided. The funding identified should match EAS claims.

41.4.   A maximum cost depending on the length of the programme will be:

41.4.1. Up to 2-week maximum Wrap-around the cost of £750

41.4.2. Up to 4-week maximum Wrap-around cost of £1,500

41.5.   Where residents have additional needs due to ill health and/or disability, the maximum cost depending on the length of the programme will be:

41.5.1. Up to 2-week maximum Wrap-around the cost of £1,500

41.5.2. Up to 4-week maximum Wrap-around cost of £2,500

42. Job outcome

42.1.   The WMCA requires providers to update, 'day one' job outcome in the Destination and Progression as part of the programme aim.

42.2.   For the provider to claim a payment then the following conditions must be met:

42.2.1. Evidence is held showing progression into work, following an into employment programme.

42.3.   The ILR will be coded as below.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010079	Y	Into employment: Job Outcome: Day 1
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
DAM	023	N	Prevents validation error
Destination and Progression	EMP	Y	Updates the validation for a job outcome

42.4.   When submitting a Job Outcome aim in the ILR please code it in the ILR with a one-day duration and the same Start date, Planned End date and Actual End.

42.5.   The start, the planned and the actual end dates in the ILR should be the first day of the job outcome.

ILR Name	ILR Code
LearnAimRef	Z0010079
Start Date	22/11/2023
Planned End Date	22/11/2023
Actual End Date	22/11/2023

Completion Status	2
Outcome	1

43. Week 13 Sustainment

43.1.   For the provider to claim a sustainment payment then the following conditions must be met:

43.1.1. The resident has been employed for 13 consecutive weeks at the same employer.

43.2.   The ILR will be coded as below.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010080	Y	Into employment: Job Outcome: Day 1
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
DAM	023	N	Prevents validation error
Destination and Progression	EMP	Y	Updates the validation for an outcome

43.3.   The start, the planned and the actual end dates in the ILR should be the first day of the 13-week sustainment date.

43.4.   This date should be 13 weeks after the start of the day 1 job outcome listed in the destination and progression field.

ILR Name	ILR Code
LearnAimRef	Z0010080
Start Date	13/03/2023
Planned End Date	13/03/2023
Actual End Date	13/03/2023
Completion Status	2
Outcome	1

43.5.   Provider must retain evidence of employment for 13 consecutive weeks. This evidence will need to be kept in the resident's file and available for compliance reviews if required.

44. Construction Gateway – Lot 7

44.1.   The sections below describe how we expect CG to be returned in the ILR. Each provider may differ in terms of which aims they submit as it depends on what has been agreed upon by the WMCA or listed in their delivery plans.

44.2.   Construction Gateway will consist of the following aims:

44.2.1. Programme aims.

44.2.2. Main aim – e.g., Phase 1

44.2.3. Additional aims as required – e.g., Assessment aims, such as CSCS.

44.2.4. Day 1 outcomes and 13-week sustainment – These will need to be recorded outside of a programme aim if applicable.

44.3. In the ILR the main aim will need to be coded as follows:

45. Programme Aim:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	**ZPROG001**	Y	The Aim type field distinguishes programme aims from other learning aims
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
EmpStat	11 or 12	Y	Employment Status at the start of the learning aim
FundModel	35	Y	
SOF	112	Y	
Programme Type	33	Y	33 - Combined Authorities
Aim type	1	Y	1 - Programme aim
DAM	023	N	Prevents validation error

**The programme aim, records the start date, planned end date, actual end date, and completion and outcome data relating to the overall programme.

46. Main Aim

46.1. The main aim will be one of the learning aims and will be coded below.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0009149	Y	Construction Gateway: Phase 1 (4-Week Programme)
	Z0009175		Construction Gateway: Phase 2 (Small Plant)
	Z0009176		Construction Gateway: Phase 2 (Large Plant)
	Z0009249		Construction Gateway: Rail Track Safety
	Z0009278		Construction Gateway: site Supervision/Management
	Z0009277		Construction Gateway: Sector Bootcamp
	Z0009152		Construction Gateway: Work Trial
	Z0009244		Construction Gateway: Rail Phase 1
	Z0009151		Construction Gateway: Phase 2 (Large Plant) Transitional Rate
	Z0009245		Construction Gateway: Rail Phase 2
	Z0009246		Construction Gateway: Rail Phase 3
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
Programme Type	33	Y	33 - Combined Authorities
Aim Type	3	y	3 - Component learning aim within a programme
DAM	23	N	Prevents validation error

** This aim must share the same Learning aim start date/planned end and actual end date as the programme aim

47. Component Aim

47.1. At any point during Phase 1 or Phase 2 the student could move onto a work trail, they should be added to the programme of delivery as follows:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0009155	Y	Construction Gateway: CPCS Blue Card
	Z0009156		Construction Gateway: CPCS Test
	Z0009157		Construction Gateway: CSCS Test
	Z0009152		Construction Gateway: Work Trial (Phase 3)
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
Programme Type	33	Y	33 - Combined Authorities
Aim Type	3		3 - Component learning aim within a programme
DAM	023	N	Prevents validation error

**Component aims must start on or after the start date of the programme aim and end on or before the actual end date of the Programme aim

Job outcome

47.2.   The WMCA requires providers to update, 'day one' job outcome in the Destination and Progression as part of the programme aim.

47.3.   For the provider to claim a payment then the following conditions must be met:

47.3.1. Evidence is held showing progression into work, following a CG course.

47.4.   Provider will need to return add an additional learning aim, outside the programme aim component as follows:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0009153	Y	Construction Gateway: Job Outcome: Day 1
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
DAM	023	N	Prevents validation error
Destination and Progression	EMP	Y	Updates the validation for a job outcome

47.5.   When submitting a Job Outcome aim in the ILR please code it in the ILR with a one-day duration and the same Start date, Planned End date and Actual End.

47.6.   The start, the planned and the actual end dates in the ILR should be the first day of the job outcome.

ILR Name	ILR Code
LearnAimRef	Z0009153
Start Date	22/11/2022
Planned End Date	22/11/2022
Actual End Date	22/11/2022
Completion Status	2

Outcome	1

48. 13-week sustainment

48.1.   The WMCA requires providers to update, 'day one' job outcome in the Destination and Progression as part of the programme aim.

48.2.   For the provider to claim a payment then the following conditions must be met:

48.2.1. Evidence is held showing progression into work, following a CG course.

48.2.2. Evidence is held to show to the resident has been employed for 13 consecutive weeks.

48.3.   There will be two different learning aims for the sustainment payment, based on the resident's age as below:

48.3.1. Z0009279 - residents aged 19 to 23 and

48.3.2. Z0009280 - residents aged 24 or over.

48.4.   The aims, relate to the age of the resident at the start of the programme. For example, if the resident starts an SG programme aged 23 but turns 24 when they get a job, then the provider would still use the 19-23 learning aim to claim a job outcome.

48.5.   Provider will need to return add an additional learning aim, outside the programme aim component as follows:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0009153	Y	
	Z0009279		Construction Gateway: Job Outcome: Week 13 (Age 19 to 23)
	Z0009280		Construction Gateway: Job Outcome: Week 13 (Age 24+)
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	023	N	Prevents validation error
Destination and Progression	EMP	Y	Updates the validation for a job outcome

48.6.   When submitting a Job Outcome aim in the ILR please code it in the ILR with a one-day duration and the same Start date, Planned End date and Actual End.

48.7.   The start, the planned and the actual end dates in the ILR should be the first day of the 13-week sustainment date. This date should be 13 weeks after the start of the day 1 job outcome listed in the destination and progression field.

ILR Name	ILR Code
LearnAimRef	Z0009279 or Z0009280
Start Date	21/02/2023

Planned End Date	21/02/2023
Actual End Date	21/02/2023
Completion Status	2
Outcome	1

48.8.   We would also expect the student's destination and progression record to accurately reflect the student's journey from unemployment to employment in the retrospective programme aim.

49. Additional Phases

49.1.   If a resident undertakes and completes one of the Phased programmes, they have the option (where the delivery plan allows) of moving onto one of the four Phases.

49.2.   Where this occurs, providers should enrol them on a new programme of learning and a new programme aim will need to be added.

50. Digital Bootcamps (AEB Lot 8 only)

50.1.   The information in this section will detail how the WMCA expects Digital Bootcamp providers to submit information in the ILR monthly.

50.2.   Each provider may differ in terms of which aims they submit, depending on what has been agreed by the WMCA and listed in their delivery plans.

50.3.   Each provider will be allocated a set of LARS codes as listed in the Digital Bootcamp Guidance.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Must be one of the predefined aims, see Digital Bootcamp Guidance.
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
EmpStat	10, 11 or 12	Y	Employment Status at the start of the learning aim
FundModel	35	Y	
SOF	112	Y	
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	010	N	For Low Wage WMCA Students, use this DAM code
DAM	023	Y	Prevents validation error

50.4.   Payments for the delivery of the AEB procured provision are made monthly in arrears against the services delivered.

50.5.   Providers will be working within the agreed payment models.

50.6.   Submission claims for each aim will be paid as follows.

Submission type	Payment calculation
Start	Upon adding a learning aim

On Programme[2]	When the 50% on programme threshold has been reached, depending on Start and Planned end dates
Job outcome/progression in work	Entry to a job or progression in work

51. <u>Job outcome/progression in work submissions</u>

    51.1.   The core aims of the Digital Bootcamps is to

        51.1.1. help unemployed, economically inactive, and career-change residents in the WMCA administrative area to enter digital roles beyond entry-level.

        51.1.2. support employed residents to gain the skills required to secure more digital responsibility or promotion within existing employment.

    51.2.   Payment will be made based on the final payment ratio of the Digital Bootcamp learning aim that the WMCA has recorded against the learner.

    51.3.   Please note, all evidence must be available for compliance review.

    51.4.   Guidance on the claim, will depend on the outcome type as below:

52. Progression into employment

    52.1.   To claim a job outcome, the learner must have started the provision listed as 'unemployed'.

    52.2.   Where residents have found employment in the same funding year, the aim completed, providers should update the 'destination and progression' field in the ILR to show the start date of the job outcome.

53. Progression in work

    53.1.   To submit progression in work, a learner must have started as employed.

    53.2.   Examples of progression are:

        53.2.1. An increase in digital responsibility within current employment, to be demonstrated by a letter from the employer.

        53.2.2. A change of job role to be demonstrated by an employment contract/job offer letter.

    53.3.   Providers wishing to claim a progression in work, should code the ILR as follows:

        53.3.1. Select the learner's record.

        53.3.2. Select 'Provider Specified info'

        53.3.3. In one of the four boxes titled A to D under Provider Specified Info, enter the text "PROGRESSION DB".

    53.4.   Please ensure that there are no additional spaces before or after the text and that there are no other characters entered such as a full stop.

    53.5.   Save the updated entry.

---

[2] *Where the learner withdraws from the learning aim early, the On Programme calculation will switch to the Actual End Date field. The On Programme payment will only be paid where the learner has completed 50% or more of the planned duration.*

Please note: This example uses the Learner Entry Tool; However, can be used as a guide by those Providers who use other Management Information Systems to record their ILR data.

54. Progression into employment or progression in work in a new funding year

54.1.   Occasionally, progression may fall into the next fun funding year, and you will be unable to use the 'destination and progression' field, in these cases, we ask you to follow the below guidance.

54.1.1. Add a new Learning aim.

55. ILR Name	ILR code	Mandatory	Notes
Learning Aim ref:	**Z0009797**	Y	Digital Bootcamp Employment progression
LSD postcode	Student postcode	Y	Students must have a WMCA postcode
Funding Model	35	Y	
Source of Funding	112	Y	
DAM code	002	Y	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM code	023	Y	Prevents validation error
Start Date	As appropriate	Y	The three date fields should all be recorded as the same date[3].
Planned End Date		Y	
Actual End Date		Y	
Completion status	2	Y	The learner has completed
Outcome	1	Y	The learner has achieved

55.1.1. Select 'Provider Specified info'

55.1.2. In one of the four boxes titled A to D under Provider Specified Info, enter the learning aim reference for the Digital Bootcamp that the learner attended in the previous funding year.

55.1.3. Please ensure that there are no additional spaces before or after the text and that there are no other characters entered such as a full stop.

55.1.4. Save the updated entry.

---

[3] The Start, Planned and Actual end dates should show the date that the learner started employment, or the date the employed learner (at the start of the learning aim), gained more digital responsibility or a promotion.

Section 6 – Skills Bootcamp DfE

56. Skills Bootcamps (Waves 3 and 4)

56.1.   The information in this section will detail how the WMCA expects, DfE Skills Bootcamp providers to submit information in the ILR monthly.

56.2.   Please note – ILR submissions are in addition to the completion and submission of the datasheet.

56.3.   Each provider may differ in terms of which aims they submit as it depends on what has been agreed by the WMCA or as listed in their delivery plans.

56.4.   Each provider will be allocated a set of LARS codes linked to the agreed delivery.

56.5.   Where programmes are being delivered/led by an employer, we ask for a 30% contribution from large employers or a 10% contribution from SMEs. The provider must record any employer contributions in the ILR Datasheet returns.

56.6.   Each aim should be coded in the ILR as follows.

ILR Name	ILR code	Mandatory	Notes
Learning Aim ref	*LARS code*	Y	Each Provider has allocated learning aims.
Employment status	10, 11 or 12	Y	Employment status at the start of the learning aim
Funding Model	35	Y	Must be returned to identify Adult Skills
Source of Funding	112	Y	Identifies that the funding authority is WMCA.
DAM code	001	N	Must be included where the learner's postcode is not a WMCA postcode to prevent validation error
DAM code	010	N	Must be included where the learner is Low Wage and Employed
DAM code	023	Y	Prevents validation error
Provider Specified		N	Where contributions from employers have been received providers should record the appropriate as below in the 'Provider specified field' • Contribution 10 • Contribution 30

57. Payments

57.1.   Providers will be working within their agreed payment models. Submission claims for each aim will be paid as follows:

DfE Skills Bootcamps (Digital)

Submission Type	Payment calculation
Start[4]	Upon adding a learning aim

---

[4] *Leaners must meet a minimum of 5 qualifying days and 5 GLH hours to qualify for the start payment. Start payments are 40% of the aim value.*

| On Programme[5] | When the 50% on programme threshold has been reached, dependent on Start and Planned end dates (where the learner is recorded as continuing) |
| Job outcome/progression in work | Entry to a job or progression – in the 'Provider Specified' Info fields. Submission must show "PROGRESSION SB" |

DfE Skills Bootcamps (non-digital)

Submission Type	Payment calculation
Start[6]	Upon adding a learning aim
Completion/Outcome	On the recording of a positive outcome: where the learner has been recorded as 'completed' and 'Achieved and a positive outcome has been recorded. [7] Entry to a job or progression – in the 'Provider Specified' Info fields. Submission must show "PROGRESSION SB"

58. Job outcome/progression in work submissions

    58.1.   The core aims of the Skills Bootcamps is to support progression, this includes:

        58.1.1. independent residents/unemployed residents – Offer of a new job which must be continuous employment for at least 12 weeks or an accelerated apprenticeship.

        58.1.2. Self-employed residents – Residents obtaining new contracts or new opportunities linked to the Skills Bootcamp.

        58.1.3. Co-funded resident – progression into a new role or additional responsibilities in an existing role.

        58.1.4. All outcomes must utilise the skills acquired via the Skills Bootcamp

    58.2.   Payment will be made based on the final payment ratio of the Skills Bootcamp learning aim that the WMCA has recorded against the learner.

    58.3.   Please note, all evidence must be available for compliance review.

    58.4.   Guidance on the claim, will depend on the outcome type as below:

59. *Progression into employment*

    59.1.   To claim a job outcome, the learner must have started the provision listed as 'unemployed'.

    59.2.   Where residents have found employment in the same funding year, the aim completed, providers should update the 'destination and progression' field in the ILR to show the start date of the job outcome.

---

[5] *Where the learner withdraws from the learning aim, the On Programme calculation will switch to the Actual End Date field. The On Programme payment will only be paid where the learner has met the 50% point between the start and planned end dates. On programme payments are 30% of the aim value.*

[6] *Leaners must meet a minimum of 5 qualifying days and 5 GLH hours to qualify for the start payment. Should leaners withdraw/not complete, 50% of the aim value will be retained by the provider.*

[7] *The completion payment will only be paid where the learner has been recorded as 'completed' and 'Achieved 'and the learner has progressed in work. Completion/outcome payments are 50% of the aim value.*

60. Progression in work

60.1. To submit progression in work, a learner must have started as employed.

60.2. Examples of progression are:

60.2.1. An increase in digital responsibility within current employment is to be demonstrated by a letter from the employer.

60.2.2. A change of job role to be demonstrated by an employment contract/job offer letter.

60.3. Providers wishing to claim a progression in work, should code the ILR as follows:

60.3.1. Select the learner's record.

60.3.2. Select 'Provider Specified info'.

60.3.3. In one of the four boxes titled A to D under Provider Specified Info, enter the text "PROGRESSION SB".

60.4. Please ensure that there are no additional spaces before or after the text and that there are no other characters entered such as a full stop.

60.5. Save the updated entry.

Please note: This example uses the Learner Entry Tool; However, can be used as a guide by those Providers who use other Management Information Systems to record their ILR data.

Section 7 – Free Courses for Jobs (FCFJ)

61. Level 3 Free Course for Jobs

61.1. The WMCA will be fully funding those Students who are aged 19 or over, studying the first full level 3 on qualifications designated for the Free Courses for Jobs (FCFJ) in line with the rules in the Skills Programme funding rules.

61.1.1. Additionally, from April 2022, adults aged 24+ who are unemployed or earning low wages, even if they hold a full Level 3 qualification or higher will be eligible for FCFJ funding.

61.2. The Level 3 aim must be on the list published by the ESFA **AND** agreed for delivery by the WMCA.

61.3. To determine qualifications that are eligible for FCFJ funding you must use learning aims that are marked with.

61.3.1. category code 45: National Skills Fund Level 3 Free Courses for Jobs rate 1

61.3.2. category code 46: National Skills Fund Level 3 Free Courses for Jobs rate 2

61.3.3. category code 48: National Skills Fund Level 3 Free Courses for Jobs only

61.3.4. for short courses, you must also use category code 49: National Skills Fund Level 2 Free Courses for Jobs – short qualification.

61.4. Providers delivering Free Courses for Jobs qualifications, where agreed by WMCA, provider should code the ILR as follows:

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
FFI	1	Y	Indicates the learning aim is fully funded
LDM	378	Y	Level 3 Adult offer (Needed to generate uplift payment and identify as NSF)

61.5. There is no requirement for the provider to use DAM code 023 for these aims. Please do not input this into your ILR data as the aim may not be valid when received by the WMCA and may not be paid.

61.6. The WMCA will pay the same uplift rate as the ESFA. Only level 3 qualifications on the NSF list adult offer will attract an uplift. There are two different uplifts:

61.6.1. £600 for qualifications of 360 Guided Learning Hours (GLH) and

61.6.2. above (unweighted rate)

61.6.3. £150 for qualifications of 359 GLH and below (unweighted rate).

61.7. Eligible 19 to 23-year-olds accessing qualifications available through Level 3 legal entitlement or Free Courses for Jobs will not be funded using Free Courses for Jobs. Providers should only enrol eligible residents if they have an AEB allocation.

61.8. When qualifications are added to the funding eligibility list, they will become eligible for funding from that publication date.

61.9. Only providers that have received approval and an allocation for FCFJ by the WMCA for delivery can submit an ILR. Any providers that have not been approved and submitted an ILR will not be paid.

62. Low wage FCFJ

62.1. Residents who meet the minimum wage threshold listed in the WMCA Skills Programme funding rules will be entitled to full funding for Free Courses for Jobs (FCFJ).

62.2. Providers who wish to fully fund low-wage residents, should code the ILR as follows:

ILR Name	ILR code	Mandatory	Notes
EmpStat	10	Y	Employment Status at the start of the learning aim
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	

SOF	112	Y	
FFI	1	Y	Fully Fund the aim
LDM	382	Y	For Learners who meet the low-wage eligibility criteria

62.3. Where the low wage FCFJ, LDM code is used, providers should ensure evidence is available to satisfy the residents meets the conditions set out in the Skills Programme funding rules:

Additional FCFJ-approved qualifications for delivery

62.4. In addition to the national Free Courses for Jobs qualifications, WMCA will also fund additional qualifications as listed below in line with the Free Courses for Jobs (FCFJ) funding eligibility from 1st April 2023.

62.5. You must ensure you use LDM code 378 when recording these learners on the ILR (and LDM code 382 when recording learners who meet the low wage eligibility) and record the employment status of learners accessing the offer in the ILR.

62.6. These qualifications must have Category Code 56 ("Free Courses for Jobs - MCA and GLA only flexible delivery qualifications") assigned to them but must be one of the approved WMCA qualifications as detailed below.

62.7. Please note: These qualifications will not attract the national uplift, however, will attract the WMCA agreed funding uplift.

Aim Reference	Aim Title
40006669	Access to Higher Education Diploma: Midwifery
40008265	Access to HE Diploma (Computer Science)
40008393	Access to HE Diploma (Health Professions)
40008848	Access to HE Diploma (Science)
40008873	Access to HE Diploma (Social Science and Humanities)
40009609	Access to HE Diploma (Public Sector Services and Policing)
40009749	Access to HE Diploma (Health Professions)
40010351	Access to HE Diploma (Business and Law)
40010363	Access to HE Diploma (Business and Management)
40010387	Access to HE Diploma (Education)
40010399	Access to HE Diploma (Engineering)
40010417	Access to HE Diploma (Health Science)
40010430	Access to HE Diploma (Land Based Studies)
40010879	Access to HE Diploma (Business)
40010892	Access to HE Diploma (Computing)
40010910	Access to HE Diploma (Education)
40010922	Access to HE Diploma (Engineering Science)
40010958	Access to HE Diploma (Health and Social Care)
40010995	Access to HE Diploma (Law)
40011082	Access to HE Diploma (Science)
40011094	Access to HE Diploma (Social Science)
40011100	Access to HE Diploma (Sports Science)
40012360	Access to HE Diploma (Radiography)

40012384	Access to HE Diploma (Health and Social Care)
40012414	Access to HE Diploma (Humanities and Social Science)
40012529	Access to HE Diploma (Health Professionals)
40012530	Access to HE Diploma (Midwifery)
40012542	Access to HE Diploma (Nursing)
40012554	Access to HE Diploma (Social Science)
40012566	Access to HE Diploma (Social Science and Health)
40012578	Access to HE Diploma (Social Work)
40012785	Access to HE Diploma (Early Years)
40012876	Access to HE Diploma (Health Science Professions)
40012888	Access to HE Diploma (Humanities and Social Sciences)
40012906	Access to HE Diploma (Science)
40012931	Access to HE Diploma (Art and Design)
00295237	Air Source Heat Pumps
50099899	Diploma in Accident Repair Paint Principles
60312750	Award in Inspection and Testing
60324983	Certificate in Supporting Teaching and Learning
60054992	Diploma in Electrical Installations (Buildings and Structures)
6032496X	NCFE Diploma in Supporting Teaching and Learning Level 3
Z0009726	Electric Vehicle - Level 3
60101027	Diploma in Coaching and Mentoring
60166071	NVQ Diploma in Business Improvement Techniques
60165546	Advanced Diploma in Accounting - Level 3
60106852	BTEC Award in Education and Training
60347259	Diploma in Fitness Instructing and Personal Training
50102771	Diploma in ICT Systems and Principles for IT Professionals
60014829	Diploma in Women's Hairdressing
60173488	Advanced Technical Diploma in Hairdressing (540)
60139651	Diploma in Business Administration
6100263X	Certificate in Cyber Security Principles
40010739	Access to HE Diploma (Accountancy; Finance and Banking)
60170748	Certificate in Principles of Business Administration (VRQ) 60170748
60169692	Learning & Development
60139742	Customer Service
61005678	L3 Diploma in Business Administration
40009269	Access to HE Diploma in Business - Reference: 40009269
60174079	Advice & Guidance
60326748	L3 Diploma in Adult Care
60352048	NVQ Diploma in Occupational Work Supervision (Construction) 60352048
6031610X	Certificate in Cyber Security Principles

Section 8 – Multiply

63. Multiply

63.1.   The information in this section will detail how the WMCA expects Multiply providers to submit information in the ILR every month.

63.2.   Provider may differ in terms of which aims they submit as it will depend on what has been agreed by the WMCA, listed in the Business Case schedule of your contract.

63.3.   DfE has defined a set of LARS codes for use with Multiply.

63.4.   Please note – This does not negate the need to submit the WMCA Multiply Monitoring Spreadsheet monthly. Guidance on this can be accessed via your Operational Plan.

ILR Name	ILR code	Mandatory	Notes
Regulated Learning Aim	*Dependant*	Y	Use relevant regulated learning aim reference.
Non-Regulated Learning Aim	*LARS codes*	Y	Multiply LARS Codes
Employment status	10	Y	Employment status at the start of the learning aim
Funding Model	99	Y	Must be returned to identify Multiply.
Source of Funding	998	Y	
LDM code	385	Y	To identify a Multiply programme

Section 9 - Earnings Adjustment Statement (EAS)

64. EAS claims.

64.1.   The EAS is a way to record funding that providers cannot report in the ILR.

64.2.   The following guidance will detail how, where approved, providers will use EAS.

64.3.   Within the EAS file, there will be two different types of Adult Education Funding Lines, non-procured and procured. Providers will need to populate the appropriate lines dependent on the type of aims being claimed to fund, for.

64.4.   Types of Funding Lines available:

64.4.1. Adult Education - Eligible for MCA/GLA funding (non-procured)

64.4.2. Adult Education - Eligible for MCA/GLA funding (procured)

64.4.3. National Skills Fund - Eligible for MCA/GLA funding (non-procured)

64.4.4. National Skills Fund - Eligible for MCA/GLA funding (procured

64.5.   Types of Adjustment Lines available:

64.5.1. Authorised Claims

64.5.2. Excess Learning Support

64.5.3. Princes Trust

64.5.4. Student Support 19+ Hardship

64.5.5. Student Support 20+ Childcare

64.5.6. Student Support Residential Access Fund

64.5.7. Student Support Administration Expenditure

64.5.8. Learner Support IT devices and connectivity costs

64.6. The collection of Student Support Funding data through EAS. The provider will be required to submit this data on each return to show how much they have spent on Student Support Fund. This will still be asked for at the Mid-Year, End of Year and Final funding returns.

64.7. Contract for service provider will be expected to submit a full breakdown of claims which should be submitted to AEBDataReturns@wmca.org.uk prior to payment.

65. How to create and submit an EAS claim (Subject to ESFA update)

65.1. To submit an EAS claim, providers must upload a CSV (comma-separated values) file to the Submit Student Data portal. The format of which will remain the same throughout the entire academic year.

65.2. When adding claims to your CSV file, providers should use a separate row for each funding line (FundingLine) and category (AdjustmentType) that they are claiming against in any given month. The provider must also ensure they have supporting evidence for each claim they make.

65.3. Each row in the EAS CSV file represents a value for delivery in a calendar month and year. We will add together the values from each month to calculate total earnings.

65.4. If providers need to change or add EAS values for a previous calendar month, they will include these changes in their latest CSV file along with values for the latest month.

65.5. For instance, the CSV files submitted in November 2023 could include rows with Calendar Months from 8 to 11, representing August to November.

65.6. The validation rules will prevent providers returning data for calendar months after the month relating to the current collection. For example, the R06 collection in the 2023 to 2024 year is open until 06 February 2024, but the latest calendar month which may be returned in this file is calendar month 1 (January) in calendar year 2024.

65.7. Providers should only return records for delivery that has taken place within the associated funding year.

65.7.1. For example, a provider can submit an EAS for the 2023 to 2024 year any time up to the close of R14 in October 2024, but it will only affect EAS funding earned on activity that took place in the 2023 to 2024 funding year between August 2023 and July 2024.

65.8. Each time providers submit an EAS claim the CSV file should include the rows for any previous claims from the current academic year.

65.9. Not including rows from previous claims will remove them from your EAS data. This means we will subtract any funding associated with those rows from the next payment that will be made. Providers must continue to submit any data submitted previously. Any previous month's claims should remain unaltered unless the WMCA has audited and asked the file to be adjusted.

66. Filename

66.1. Providers must give all files a specific filename followed by the CSV file extension. The filename format is EASDATA-LLLLLLLL-yyyymmdd-hhnnss.CSV

66.2. The filename is case sensitive and has several sections separated by hyphens: Each section in the filename represents a specific piece of information.

66.3.   LLLLLLLL - the UK provider reference number (UKPRN) which is eight characters.

66.4.   yyyymmdd-hhnnss - the date and time stamp when you generated the file. This should appear in the format above and be 15 characters long, with a hyphen separating the date and time (y is the year, m is the numerical value of the calendar month, d is the numerical value of the day, h is the hour in 24-hour format, n is the minute and is the second).

66.5.   Providers can find more information about submitting an EAS and the format it should be in, by clicking on the following link and looking at the 22/23 section:

66.6.   https://www.gov.uk/guidance/earnings-adjustment-statement-eas

67. Submission

67.1.   This file will be needed to be uploaded to the ESFA's Submit Student Data portal in line with the data collection timetable for ILR returns 23/24.

67.1.1. The WMCA will monitor the use of DAM code 023 and if it is not used in one of the ways detailed in this document then the WMCA will not pay for it.

67.1.2. Monitor the use of DAM code 043. This code is only to be used with explicit permission from the WMCA.

Section 10 - Destination and Progression data

68. Destination and Progression data

68.1.   WMCA expect all providers to collect and update destination and progression data in the ILR monthly.

68.2.   Destination and progression must be detailed in the defined fields within the ESFA ILR.

68.3.   As stated in the Skills Programme WMCA Skills Programme Funding Rules:

68.3.1. '…As a condition of funding, all destinations and/or progression details are a mandatory requirement for WMCA residents, this includes Community Learning.

68.4.   Providers must limit 'unknown' and 'other' destination reporting.

68.5.   We will closely monitor this entity in 22/23 and will be speaking to those providers that we feel are using 'Not known' or 'Other' more than we would expect and ask them to take corrective action. If we are not satisfied with the quality of destination data, then this will be a performance management issue and may affect any growth requests. WMCA also reserves the right to review allocations or move funding, where we feel the impacts are not being met.

68.6.   Destination data will allow us to test the impact of agreed programmes to ensure we are offering the right provision for our residents and employers in the CA region.

68.7.   Regardless of whether the provision you are delivering has a job outcome payment attached to it, we expect the student destination and progression entity in the ILR to accurately reflect the student's journey. Providers must be able to substantiate destinations reported as part of any audit/compliance review.

68.8.   Please refer to the Provider Payment and Performance Management framework for more information on destination collection.

69. Destination definitions

69.1. Destination definition will depend on the programme type as listed below.

69.1.1. Where residents are Unemployed and taking part in pre-employment programmes, WMCA will define a positive destination as movement into sustainable paid employment, this will include Apprenticeships.

69.1.2. Where residents are Unemployed and taking part in non-pre-employment programmes, WMCA will define a positive destination as progression into sustainable paid employment or a higher level of education.

69.2. The movement of residents from one intervention to another, at the same level or lower, would not be classed as an educational progression.

69.3. Where resident a is Employed: For the purpose of the ILR, a positive destination is that the student's employment status remains "Employed" upon completion of the course and that they remain sustainable.

69.4. We expect providers to be able to update us on the progression of employed residents at PMR points.

69.4.1. These outcomes will include pay rise, new job responsibilities, a promotion, or an increase in hours.

69.5. Recording of a positive destination e.g., job/education should only be recorded once a learner has started and shouldn't be reported for 'intended outcomes'.

69.6. Where a job outcome claim links to a payment, providers should ensure that they hold the required evidence for audit and compliance purposes.

69.7. To claim Sustainable payment outcomes, WMCA defines Sustainability as; employment consecutively for 13 weeks or more and working above 16 hours per week.

70. Destination tracking

70.1. All residents must receive a Day One outcome that is relevant to their current employment status on exiting the course.

70.2. WMCA expect providers to continue tracking residents in order to show the impact of the provision provided.

70.3. While WMCA has no set dates for destination tracking and collection. We have included an example of best practice for data tracking below.

Provision Type	Day One	6 Week	13 Week	26 Week
Into employment	YES	YES	YES	YES
Construction Gateway	YES	YES	YES	YES
Unemployed – Other	YES		YES	YES
Employed	YES		YES	YES

71. How the WMCA Validates Destinations

71.1. Destinations will only be collected for residents who have ended their learning period e.g., Completed/Withdrew and where they meet the qualifying days rule as set out in the Skills Programme Funding rules.

71.2. WMCA continue to use the 8-week rule, to allow providers time to track and collect the outcome and evidence associated.

71.3. WMCA will, however, include any job and education destinations you record, to ensure that providers are not penalised by the 8-week rule.

71.4. As part of the monitoring and evaluation process, WMCA will monitor destinations monthly however the focus point for discussion will be as below:

71.4.1. August 2023
71.4.2. November 2023
71.4.3. February 2024
71.4.4. May 2024
71.4.5. August 2024

Section 11 - KPIs

72. KPI's

72.1. WMCA has set clear targets for progression into work as below.

72.2. KPIs Into Employment programmes including Construction Gateway are focused on progression in to paid employment and will be monitored on the destination and progression field linked to day 1 destination.

72.2.1. Educational outcomes do not count towards this KPI.

72.3. WMCA will also monitor the retention of the day 1 job outcomes against sustainments claimed.

72.4. Contract for service packages, will be monitored in line with the specification and your delivery plans.

72.5. Programmes approved through flexibility, will have their own KPI's that should be worked towards as agreed in your business case approval.

Programme Type	KPI into sustainable employment
Into employment	65%
Construction gateway	65%
Skills Bootcamps	75%

Section 12 – Contact

38. Contacting us

38.1. You can contact us through our query mailbox at
skills.programmes@wmca.org.uk

38.2. You can also contact your assigned Skills Delivery Officer.

38.3. For Multiply and UKSPF queries use mailbox
UKSPF@wmca.org.uk@wmca.org.uk

38.4. For data queries, you can contact aebdatareturns@wmca.org.uk

Section 14 – DAM code Matrix

The document will refer to the use of Devolved Area Monitoring (DAM) codes. These codes will be used to monitor the delivery of specific priorities in the WMCA. They are similar to Learning Delivery Monitoring (LDM) codes (used for ESFA-funded Students), but these are required for use with aims funded by combined authorities only. There will be six DAM code fields available to be used against each learning aim.

Legend: E = Employment status applicable (blue); M = Mandatory (green); O = Optional, dependent on learner circumstances (orange); A = Only where providers have been given approval (grey).

Framework	Employment status 10	11	12	DAM001 Postcode validation exclusion	DAM010 Devolved AEB Low Wage Pilot	DAM013 Into employment Main Learning Aim	DAM016 Into employment Component Learning Aim	DAM023 MCA/GLA Delivery Exclusion	DAM042 Sector Gateway	DAM043 Exemption from learner-level capping	DAM045 Co-funded fee waived (Aged 24+ and first Full Level 3+)	DAM054 ESOL Programme	DAM056 HS2 Delivery	DAM061 Health & Social Care Plan	DAM063 Full/partial fund flexibility	DAM068 Employment package (DPS1)	DAM069 Basic Skills package/programme	DAM057 Higher level Skills	DAM058 Employment package (DPS7)	DAM060 Residential Uplift
Health and Social Care	E	E	E	O				O		A				M						
Vocational ESOL	E	E	E	O				O		A		M								
Students Unemployed and NOT in receipt of Benefits		E		O				M		A										
Low Wage Pilot (Employed Students)	E			O	M			O		A										
Unemployed, aged 24+ First Full Level 3		E		O				M		A	M									
Level 3 Free Courses for Jobs	E			O						A										
Level 3+ Flexibility		E		O				O		A	O				M					
Sector Gateway / Pre-Employment Training		E		O				O	M	A										
Sector-Based Work Academy Programme		E		O		M	M	O		A										
Construction Gateway	E	E	E	O				O		A										
Digital Bootcamps	E	E	E	O	O			O		A										
Skills Bootcamps	E	E	E	O	O			M		A										
HS2 Delivery	E	E	E	O						A			M							
Employment package (DPS1)	E	E	E	O						A						M				
Basic Skills Package/programme	E	E	E	O						A							M			
Higher level Skills Package/programme	E	E	E	O						A								M		
Employment package (DPS7)	E	E	E	O						A									M	
Residential Uplift	E	E	E	O						A										M

Mandatory (green)	Employment status is applicable to the Framework (blue)
Optional (dependent on learner circumstances) (orange)	Only where providers have been given approval (grey)

Section 15 - Data Validation and error reports

73. Data validation

73.1.   Monthly submission through the ILR will be validated by the ESFA and additionally through WMCA Data team.

73.2.   Where claims do not meet the validation rules, WMCA will hold the payments linked to the aim until these have been corrected.

73.3.   Below are the current validation rules the WMCA will use in 23/24

73.4.   Please note: The use of Postcode ZZ99 9ZZ in the Learning Start Date Postcode – LSDPostcode field must be kept to a minimum. This postcode is intended to be used where the postcode is new and pending LA update.

74. Error violation support

Rule Name	Rule Description	Guidance
WMCA_001 - Employment Status is 98	To ensure residents receive the funding required. Any aims that return an employment status returned as code 98 - which is 'not known' will automatically be added to the no pay report	To resolve the no pay error, providers should review and update the employment status in line with the below: 10 - In paid employment 11 - Not in paid employment, looking for work and available to start work 12 - Not in paid employment, not looking for work and/or not available to start work
WMCA_002 - DAM 010 and learner is unemployed	DAM code 10 is intended for Low wage residents. WMCA will not fund providers if DAM code 010 is returned for a learner with an Employment Status of 98, 11 or 12.	To resolve the no pay error, providers should review the employment status in line with the below: If the resident is employed, update the Employment status change to 10 - In Paid Employment If the resident is unemployed, remove DAM code 010, keeping the Employment Status as 11 or 12 (Unemployed)

		To resolve the no pay error, providers should review the submitted aim and update in line with the below:
WMCA_003 - Learning Aim is part of SSA 14.2 and is an Employability aim	In line with our strategy, WMCA will only fund Learning aims that are categorised as Preparation for work (14.2) as part of an into employment programme and/or where approval has been granted	Removed the learning aim from your ILR return If you have approval, please discuss with your Skills Delivery Officer
WMCA_006 - Aim is Functional Skills English or maths and DAM code 023 has been used	WMCA will fully fund individuals, including individuals who are employed, aged 19 or older, who have not previously attained a GCSE grade A* to C or grade 4, or higher, in English and maths, as part of their legal entitlement. Dam code 23 will not be required.	To resolve the no-pay error, providers should remove DAM code 023 from the learning aim. Providers are reminded to ensure residents are eligible for funding.
WMCA_007 - DAM code 001 has been used without prior agreement	Only under certain circumstances will the WMCA fund learners who do not live in the WMCA postcode area. Agreement for these learners needs to be gained via a business case. If approved WMCA will allow providers to use the 001 DAM code. DAM code 001 identifies learners who live outside the WMCA postcode boundaries. DAM code 001, will allow, where approved, the non-WMCA postcodes to pass the validation checks. Where not approved, aims will appear on the no-pay report. DfE Skills Bootcamp providers are able to use DAM code 001 to identify non-WM residents who are enrolled without prior approval being needed	To resolve the no-pay error, providers should: If approval has been granted, please speak to you Skills Delivery Officer. If no approval has been granted, please remove the learner and learning aims from WMCA ILR return.
WMCA_008 - Non approved Supply chain used	Only approved Supply chain can be used to deliver learning aims in line with providers' contracts. Supply chain who does not appear on this approved list will automatically be added to the no pay report	To resolve the error: Review the UKPRN entered into the ILR if this is correct, the learning aim/learner details removed from the ILR return until permission for the Supply chain is granted. To add a new supply chain, partner a business case will need to be completed and approved by the WMCA.

WMCA_009 - Unknown DAM code used	Only DAM codes that are detailed in the WMCA Coding guidance should be returned in ILR data. Any learning aims with DAM codes not used by the WMCA will fail validation checks and appear on the no-pay report	To resolve this error, please remove DAM codes that are not needed for your ILR return. Refer to the Coding Guidance document for clarification
WMCA_010 - Invalid LDM code	Only certain LDM codes are approved to be returned to the WMCA. These include 331, 365, 368, 369, 376, 378 and 382 Any other LDM codes used will be added to the No-Pay report	To resolve the error, please remove non approved LDM code from the ILR. If there are specific reasons why the LDM code needs to be recorded in your Management Information System, contact the AEB data team to discuss your requirements
WMCA_011 - Student has a DAM016 without a DAM013	As part of an into employment programme, providers need to ensure you have a main aim, which will normally be the vocational element of the programme. If providers return a component aim (DAM 016) without a main aim the funding for those aims will be on the no-pay report. DAM code 013 is the main aim of a into employment programme and 016 is the component aim.	To resolve this error, please check the WMCA coding guidance on coding for into employment programme programmes. Ensure that you have a main aim (DAM 03) for the into employment programme.
WMCA_012 - LDM 378 with invalid DAM code or not on valid list	DAM codes are not valid for Free Courses for Jobs (FCFJ) learning aims. This includes the Low wage DAM code. Any learners/learning aims with a DAM code will appear on the no pay report	To resolve, please remove the DAM code/s - please refer to the WMCA coding guidance on coding for FCFJ qualifications and update in line with guidance.
WMCA_013 - DAM Code 010 has been used where the learner is not employed and low wage	DAM code 010 is to be used for Employed low waged learners The WMCA will not fund providers if DAM code 010 is returned for an aim for a learner with an Employment Status of 98, 11 or 12.	To resolve the error, you must review the eligibility and update the ILR in line with the below: If employed, please update the Employment status to 10 - In Paid Employment and retain the DAM code

		If unemployed/Inactive, please remove the DAM code 010, keeping the Employment Status as 11 or 12 (Unemployed) Please note EMP 98 will remain a validation error.
WMCA_014 - Learning Aim is eligible for FCFJ but funded as AEB	Where a learning aim can be funded through Free Courses for Jobs (FCFJ) and providers hasn't used the LDM codes, the aim will appear on the No pay report.	To resolve this, please update the ILR with LDM code 378, which identifies the funding stream as FCFJ.
WMCA_016 - Student in LOT7A / B but Learning Aim is not a Z Code	In line with the Construction Gateway Model, only designated learning aims can be returned for LOT 7 Construction Gateway	To resolve this, please ensure that the correct Learning aims have been returned in line with the below: If the aim is outside of the construction gateway model, remove it from the ILR and submit a business case. If the aim has been incorrectly coded, please updated the ILR in line with the WMCA coding guidance. Contact your Skills Delivery Officer if you believe the aim should be returned for LOT 7
WMCA_017 - Student has work experience without DAM016/13	Work Experience learning aims that are only fundable for learners on an into employment programme will be place on the no-pay report if these are used for programmes outside of into employment.	To resolve this, please ensure that the correct Learning aims have been returned in line with the below: If part of an in-to-work programme please update the learning aim with; DAM code 016 to record for a component aim of an into employment programme If not part of an into work programme, please remove the aim from the ILR.
WMCA_018 - Unique Learner Number is Unknown	To validate data and to monitor destination and progression effectively, learners who have the ULN 999999999 will be added to our no-pay report.	To resolve this, providers should use the Learner Record Service to access the ULN for the Learner or where a learner doesn't have a ULN create a new ULN as appropriate. Once generated, please update the ILR for each learning aim.

WMCA_020 - No Contract for Lot#	Where learning aims are placed into a specific Lot/contract and the Provider does not have a contract relating to the delivery, enrolments will be placed into the no pay report.	To resolve this, please ensure you refer to the WMCA coding guidance and check all coding in the ILR. DAM codes, employment status and specific learning aims are parameters that cause enrolments to be placed into a certain WMCA-allocated Lot. Please update the ILR with the correct coding or remove no valid learning aims.
WMCA_022 - LOT8/A Destination Learning Aim without original aim specified	Where providers return a learning aim related to an outcome for Lot 8 in the previous funding year and the learning aim related to the original delivery is not recorded, the WMCA will place the payment on the no-pay report.	To resolve, please enter the original learning aim number in one of the four Provider specified monitoring fields - for additional guidance please refer to the WMCA coding guidance.
WMCA_023 - Learning Start Date is out of provider contract	Providers will only be funded for learning aims where they hold a valid contract, ILR returns outside of the contract will show in the no pay report	To resolve, providers should check the ILR returns and update in line with the below: If the learning information has been recorded incorrectly, please update the ILR data If the information is correct, please removed from the ILR Please discuss with your Skills Delivery office if you hold a valid contract and have been placed on the No pay report.
WMCA_024 - Learning Start Date is out of FCFJ (LDM378) start and end date	Learning aims for Free Courses for Jobs have specific operational dates and these end at various points throughout the academic year. If a provider codes an aim as FCFJ and the courses is no longer funded through FCFJ this will be added to the no pay report.	To resolve this error, please review in line with the below If you have AEB funding, and the aim and learner are valid for funding, please removed the FCFJ identifier If you do not have AEB allocation, please remove the aim from the ILR
WMCA_025 - Learning Aim Title contains Community Learning with Funding Model 35 (AEB)	Where the learning aim title includes "Community Learning", this must be funded through the Community Learning model funding source of 10, if this is coded as any other funding model e.g., 35 this will be added to the no pay report	To resolve this, please ensure that the correct learning aim or funding model has been entered. All community learning aims should be coded as FM 10

		To resolve the error, please review as below
WMCA_095 - Under 19s are not funded	Please note, in line with the Funding rules, we will only fund residents who are 19+ as of the 31st of August at the start of the funding year. Those that are below 19 are not fundable via Adult Skills funding via the WMCA and will appear on or no pay report	Check the date of birth in the ILR is correctly recorded, if this is correct, please removed from the ILR Where providers have 16-18 funding the ILR should be amended, selecting the correct FM and SoF
WMCA_097 - SDO Request (Will have the initials of the SDO and the date requested via email)	This error will appear when a Skills Delivery Officer has advised the AEB data team to divert certain data returned by a Provider to the no-pay report for Performance Management or Funding reasons	Once the Performance Management or Funding issues has been resolved and approved by the SDO, the Provider/learning aims will be removed from the no-pay script. Please speak to your Skills Delivery office for more information
WMCA_099 - Invalid Combination of DAM codes	Where providers have used an out-of-date DAM code, an inappropriate DAM code combination or have not returned any DAM codes where they are expected to be returned WMCA will place the aim on the no-pay report. Examples can include using DAM code 013 and 016 on the same learning aim Not returning DAM code 042 for a Sector Gateway learning aim, this is a mandatory DAM code for this pathway	To resolve the error, providers should refer to the WMCA coding guidance and update the ILR in line with the guidance.

Section 16 – Annex

Annex A – Relevant documents

Skills Programme Funding rule

Performance & Management Rules

Skills Bootcamps Guidance

Multiply Guidance

Privacy Notice

Annex B – Summary of main changes since 2022-23

Section	Change
Community learning	From 1 August 2023 we will adopt the changes to how Community Learning is collected in the ILR. The existing 4 ASL codes (PCDL, FEML, WFL, NDLC) will no longer be used for new starts in the 2023/24 funding year, however, these will continue to be used for existing learners who started on provision in 2022/23. These will be replaced with 7 new ACL "purpose" types of fields, the completion of this field will be enforced by validation. WMCA will also be making the following CL field mandatory. • Full/co-funding indicator (FFI): • Employment status • Destination and progression data • Delivery Postcode • Planned GLH
Vocational ESOL	WMCA has added clarification around reporting of Vocational ESOL Providers have an option on how this will be coded in the ILR, this could include. • Separate ESOL and vocational delivery aims or • One learning aim, which incorporates both ESOL and vocational delivery. Where providers are using one aim, at least 50% of the aim should be linked to vocational learning.
Employment Package (DPS1)	This is applicable to any contract for service providers who have been allocated an Employment Package under DPS1, April 2023. The aim of the provision is to deliver a skills training offer that will be responsive and flexible, providing transitional support from unemployment into sustainable employment leading to further skills progression. The programme will consist of three phases: • Phase one – Pre-employment • Phase two – In work progression

	• Phase three – Further in work progression (optional)
	Wrap-around support can be used alongside these phases up to a maximum of 12 weeks per resident.
Basic Skills Package	This is applicable for any contract for service providers, who have been allocated Basic Skills Package.
	The aim of the provision is to establish, basic skills offer that increases levels of attainment amongst those with low basic skills levels, and through raising levels of attainment amongst this group support their progression to level 2 and above aligned with our sector plans and labour market need.
	The programme will consist of the delivery of
	• Digital, English, language (ESOL), and maths provision up to Level 1, • a vocational qualification at Level 1 and • wrap-around support offer that includes CEIAG support.
	Wrap-around support can be used alongside these phases up to a maximum of 12 weeks per resident.
Removal of guidance for Lot 3, Coventry City of Culture and CWG	Due to the end of provision for these contracts, the coding has been removed.
Higher level skills	This is applicable for any contract for service providers, who have been allocated Higher level Skills Package.
	The WMCA is seeking a flexible higher-level skills training offer capable of supporting its residents to acquire the skills that employers need. The training will need to support upskilling and reskilling with residents progressing within work or towards higher-level jobs.
	There are two funding lines which providers will be awarded these are:
	• Free Courses for Jobs – Please ensure that where FCFJ is delivered through Higher level procurement; you follow both the coding guidance for higher level and the FCFJ coding guidance. • Adult Education Budget – for Level 2, 3, 4 and 5 courses
Into employment programme	The new WMCA into employment programme funding methodology has been designed to replace SWAP/SG/CG delivery, with the aim to drive better outcomes for learners in bespoke provision that moves them into employment.
	This model will be the basis to expand the Into-employment programs beyond the relatively small proportion of the population who are unemployed and out to the economically inactive, those in work without basic skills, and sections of the community who suffer from inequality in the workplace, for example, disabled residents.
	Into-employment programmes will continue to be co-created with employers which are designed to move residents into employment and to upskill and support the progression of those in low-paid jobs.
	The programme will consist of:

	- Delivery of a programme either 2 or 4 weeks in length - License/exam registration - Work Experience - Wrap-around Support which will cover the full live cycle of the learner's journey, including progression and tracking. - Day 1 job outcome payment - Week 13 Sustained Employment
Employment Package (DPS7)	This is applicable to any contract for service providers who have been allocated an Employment Package under DPS7, August 2023. While this package is very similar to DPS1 there are a few variations to note: The aim of the provision is to deliver a skills training offer that will be responsive and flexible, providing transitional support from unemployment into sustainable employment leading to further skills progression. The programme will consist of three phases: - Phase one – Pre-employment - Phase two – In work progression - Phase three – Further in work progression (optional) Wrap-around support can be used alongside these phases up to a maximum of £1,500 throughout the life cycle of the learner journey.
Residential uplift	Starting August 1, 2023, residential providers must apply DAM code 060 for learners who receive residential support during learning. WMCA will no longer automatically apply the 4.7 uplift.

Issue date;	29/08/2023
Senior policy owner;	Miguel Silva
Document owner;	Joanne Galvin