WEST MIDLANDS COMBINED AUTHORITY

SKILLS PROGRAMMES Coding Guidance 2024/2025
(For the funding year 1 August 2024 to 31 July 2025)

Version 1

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 2024

WMCA Skills programme Coding Guidance 2024/2025

Contents

WMCA Skills programmes Coding Guidance. Key Changes for 2024/25

Area	Link	Overview of change	Version changed
Adult Skills Fund	N/A	A new funding model (FM38) has been introduced for 2024/2025 which replaces Funding Model 35. Providers should ensure they use FM35 for continuing learners only	1
Tailored Learning	N/A	A new funding "Tailored Learning" (FM11) has replaced Funding Model 10 - Community Learning.	1
Removal of capping factor	Capping Factor Exemption	The £4,400 capping factor has been removed for 2024/2025. DAM code 043 will not need to be returned for starts from 01/08/2024 onwards	1
Construction Gateway	Construction Gateway – Lot 20 (DPS14)	Introduction of new Construction Gateway pathway and coding	1
Strategy Intent	Programme elements	In line with our skills programme strategy, we have divided the programme overview into four elements. • building strong and inclusive communities. • providing a good education up to level 2. • supporting residents into employment and supporting career progression. • meeting future skills needs through upskilling and reskilling.	1
Destination reporting		For the year 2024/2025 the Destination and Progression entity has been removed from the ILR. The process for reporting on destinations and progression for WMCA-funded pathways will be communicated as soon as possible.	1

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) Skills Bootcamps and Community Learning.

1.5.2. 998 for Multiply.

1.6. Two new Funding Models have been introduced for 2024/2025, Adult Skills Fund (38), which replaces funding model 35 for Adult Skills and Tailored Learning (funding model 11), which replaces funding model 10 for Community Learning.

1.7. Learning that started prior to the new academic year should continue to be funded via the original funding model.

1.8. This document has been written for new starts in the 2024/25 funding year, continuing learners should continue to be recorded in line with the appropriate Coding Guidance specification.

1.8.1. The WMCA postcode list will be published by the ESFA on the 1st of August 2024   https://www.gov.uk/government/publications/adult-education-budget-aeb-postcode-files

1.9. Providers must ensure they have the appropriate funding and approvals within their delivery plans before enrolment. For Contract for Service delivery, providers should ensure delivery is in line with the specification.

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

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

2. **Section 2 - Developing Stronger Communities**

2.1. Set out below is the coding guidance for programmes which fall under our, Developing Stronger Communities' strategy.

2.1.1. Tailored Learning.

3. **Tailored Learning New Pathway to replace Community Learning**

3.1. From 1 August 2024, Community Learning has been replaced with Tailored Learning.

3.2. Tailored Learning (former Community learning) will use funding model 11, for new learning from the 1st August 2024 onwards.

3.3. Any learning that started before August 2024, should continue to be coded to funding model 10 for Community Learning.

3.3.1. Learning that will be funded via Tailored Learning includes:

3.3.2. Tailored Learning, dedicated learning aims (former community learning aims)

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[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.

3.4.   WMCA is not allowing GRANT providers to use 5% of their funding as Tailored Learning.

4. **Section 3 - Provide a Good Education up to Level 2**

4.1.   Set out below is the coding guidance for programmes which fall under our, Providing Good Education up to level 2 strategy.
4.1.1.   Vocational ESOL
4.1.2.   Multiply
4.1.3.   Basic Skills package (DPS 2 Only)
4.1.4.   Level 2 uplift (Construction and Health and Social Care)

5. **Vocational ESOL**

5.1.   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.
5.2.   A Vocational ESOL programme will have the following components:
5.2.1.   ESOL
5.2.2.   Vocational delivery
5.3.   Providers have an option on how this will be coded in the ILR, this could include.
5.3.1.   Separate ESOL and vocational delivery aims or
5.3.2.   One learning aim, which incorporates both ESOL and vocational delivery.
5.3.2.1.   where providers are using one aim, at least 50% of the aim should be linked to vocational learning.
5.4.   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.
5.5.   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	38	Y	Adult Skills funded learning aims
SOF	112	Y	Identifies West Midlands funded
DAM	023	N	Prevents validation error
DAM	054	Y	Identifies the aim as a component of a Vocational ESOL programme

5.6.   If this code is not used, then we will assume it is not part of the ESOL Vocational programme.
5.7.   Please ensure that you have permission from the WMCA to deliver ESOL as part of your delivery plan before enrolling Students on the programme.

6. **Multiply**

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

6.2.   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.

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

6.4.   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	Identify the enrolment is part of the Multiply programme.
LDM code	385	Y	To identify a Multiply programme

7. **Basic Skills Package DPS 2 (Contract for Service providers only)**

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

7.2.   The aim of the provision is to establish, 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.

7.3.   The programme will consist of the delivery of

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

7.3.2.   a vocational qualification at Level 1 and

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

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

7.4.   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	38	Y	Adult Skills funded
SOF	112	Y	Identifies West Midlands funded
DAM	069	Y	Identifies the Basic Skills package.
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode

8. <u>Wrap around the aim reference.</u>

   8.1. Wrap-around Support funding will be available to cover the full live cycle of the learner's journey.
   8.2. Funding will be claimed through EAS relating to direct guided learning evidence.
   8.3. 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.
   8.4. The maximum amount claimable per learner is £1,500.

9. **Level 2 uplift**

   9.1. 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.
   9.2. Providers will not be required to added any funding adjustments, uplifts will be automatically applied.

10. <u>Level 2 Health & Social Care uplift qualification list</u>

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

11. 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

12. **Section 4 - Moving residents into good jobs**

12.1.   Set out below is the coding guidance for programmes which fall under our, Moving Residents into Good Jobs strategy.
12.1.1. Into Employment (Grant Providers Only)
12.1.2. Construction Gateway (DSP 14 and Grant)
12.1.3. Construction Gateways – Rail (Grant Provider Only)
12.1.4. Employment Package (DPS1 only)
12.1.5. Employment Package – Service Enterprise (DPS7 only)
12.1.6. Path 2 Apprenticeships

13. **Into-employment programmes (Grant Providers only)**

13.1.   The WMCA into employment programme funding methodology has been designed to drive better outcomes for learners in bespoke provision that moves them into employment.

13.2.   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.

13.3.   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.

13.4.   The programme will consist of:
13.4.1. Delivery of a programme either 2 or 4 weeks in length
13.4.2. License/exam registration
13.4.3. Work Experience
13.4.4. Wrap-around support which will the over the full live cycle of the learner's journey, including progression and tracking.
13.4.5. Day 1 job outcome payment
13.4.6. Week 13 sustained employment

Phase 1

13.5.   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.

13.6.   Phase 1 will be linked to vocational modules, WEX and License/exam registration (where required)
13.6.1. Wrap-around support element (where required) will be claimed through EAS.

13.7.   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	38	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

13.8.   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](). (WMCA is currently reviewing, and updates may follow to support ease of data collection)

13.9.   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.

14. Phase 1 aim reference

14.1.   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

15. Work Experience (WEX)

15.1. 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	38	Y	Adult Skills funded

SOF	112	Y	Identifies West Midlands funded
DAM	023	N	Prevents validation error
DAM	16	Y	Component Aim (016) of an in-work programme

16. Wrap-around.

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

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

16.3.   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.

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

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

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

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

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

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

17. Job outcome

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

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

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

17.3.   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	38	Y	Adult Skills funded
SOF	112	Y	Identifies West Midlands funded
DAM	023	N	Prevents validation error
Destination and Progression	EMP	Y	Updates the validation for a job outcome (will be temporarily suspended until the new Destination Portal is in place)

17.4.   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.

17.5.   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	22/11/2024
Planned End Date	22/11/2024
Actual End Date	22/11/2024
Completion Status	2
Outcome	1

18. Week 13 Sustainment

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

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

18.2. 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	38	Y	Adult Skills funded
SOF	112	Y	Identifies West Midlands funded
DAM	023	N	Prevents validation error
Destination and Progression	EMP	Y	Updates the validation for an outcome

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

18.4. 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	13/03/2025
Planned End Date	13/03/2025
Actual End Date	13/03/2025
Completion Status	2
Outcome	1

18.5. 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.

19. **Construction Gateway – Lot 20 (DPS14) and Grant Provider**

19.1. The sections below describe how we expect Construction Gateway 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.

19.2. Construction Gateway 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.

19.3. The programme will consist of:

19.3.1. Delivery of a programme, with a guaranteed interview

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

19.3.3. Day 1 job outcome payment

19.3.4. Week 13 sustained employment

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

20. Phase 1 Aim

20.1. The Phase 1 aim will be one of the learning aims and will be coded below.

20.2. Only one learning aim option can be funded for each resident.

Learning Aim ref	Z0010456	Y – only one programme per funding year	Phase 1 Construction Gateway- 1-week programme
	Z0010457		Phase 1 Construction Gateway- 4-week programme
Employment status	11, 12	Y	Construction Gateway Phase 1 is only able to support residents who are unemployed/economically inactive
Postcode	Student Postcode	Y	Students must have a WMCA postcode
Funding Model	38	Y	Must be returned to identify Adult Skills
Source of Funding	112	Y	Identifies that the funding authority is WMCA.
DAM Code	013	Y	The main aim of a work programme
DAM code	023	Y	Prevents validation error

21. Phase 2 aim

21.1. The Phase 2 aim for Pre-Employment will be coded as below:

21.2. Only one learning aim option can be funded for each resident.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010458	Y– only one programme per funding year	Phase 2 Construction Gateway Small Plant - 4-week programme
	Z0010459		Phase 2 Construction Gateway Large Plant - 4-week programme
	Z0010460		Phase 2 - Sub-sector area– 2-week programme
	LARS ref		LARS-funded Level 2 qualification @Lars funded rate Dependent on the Provider's Delivery Plan
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	38	Y	Adult Skills funded
SOF	112	Y	Identifies West Midlands funded
DAM	023	N	Prevents validation error
Employment status	10, 11 or 12	Y	Identifies the employment status or the resident. -unemployed/economically inactive

			-Employed and Low wage
DAM code	10	N	Should only be returned where the resident is in employment and low-waged

22. Phase 3 aim

    22.1.   The Phase 3 aim, In-Work progression, will be one of the learning aims and will be coded below:

    22.2.   Only one learning aim option can be funded for each resident.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	LARS ref	**Y -** only one programme per funding year	LARS-funded AEB/FCFJ Level 3 qualification @Lars funded rate Dependent on the Provider's Delivery Plan
	Z0010461		Phase 3 - Site Supervision/Management – 1 week
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	38	Y	Adult Skills Funded/Free Courses for Jobs
SOF	112	Y	Identifies West Midlands funded
DAM	023	N	Prevents validation error
Employment status	10	Y	Identifies the employment status of the resident – Phase 3 should be Employed/low-waged
DAM code	10	N	Should only be returned where the resident is in employment and low-waged

    22.3.   Only one learning aim from the above options can be funded for each resident.

    22.4.   Where the learner enrols on a Free Courses for Job learning aim this should be coded using the FCFJ section of the Coding Guidance

Work Trial

A learning aim for work trials can be claimed whilst the resident is active in either Phase 1 or Phase 2. This should be coded as follows:

ILR Name	ILR code	Mandatory	Notes
Learning aim ref	Z0010462	Y	Work Trial - 2-week programme
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	38	Y	Adult Skills funded
SOF	112	Y	Identifies West Midlands funded
Employment status	10, 11 or 12	Y	Identifies the employment status or the resident
DAM code	10	N	Should only be returned where the resident is in employment and low waged

Job outcome

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

        22.5.1. Evidence is held showing progression into work, following a Phase 1 or 2 Construction Gateway course. (Only 1 can be claimed per funding year)

    22.6.   Provider will need to return and add an additional learning aim:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010079	Y	Construction Gateway: Job Outcome: Day 1
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	38	Y	Adult Skills funded
SOF	112	Y	Identifies West Midlands funded
DAM	023	N	Prevents validation error

22.7.   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.

22.8.   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	22/11/2024
Planned End Date	22/11/2024
Actual End Date	22/11/2024
Completion Status	2
Outcome	1

23. 13-week sustainment

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

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

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

23.2.   Provider will need to return an additional learning aim:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010080	Y	Construction Gateway: 13 week sustainment
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	38	Y	Adult Skills funded
SOF	112	Y	Identifies West Midlands funded
DAM	023	N	Prevents validation error

23.3.   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.

23.4.   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.

ILR Name	ILR Code
LearnAimRef	Z0010080
Start Date	21/02/2024

Planned End Date	21/02/2024
Actual End Date	21/02/2024
Completion Status	2
Outcome	1

23.5. 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.

24. Wrap-around support.

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

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

24.3. 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.

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

25. **Construction Gateway Rail – Grant providers only**

25.1. The sections below describe how we expect Construction Gateway Rail to be returned in the ILR.

25.2. Construction Gateway Rail 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.

25.3. The programme will consist of:

25.3.1. Delivery of a programme, with a guaranteed interview

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

25.3.3. Day 1 job outcome payment

25.3.4. Week 13 sustained employment

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

26. Phase 1 Aim

26.1. The Phase 1 aim will be one of the learning aims and will be coded below.

26.2. Only one learning aim option can be funded for each resident.

Learning Aim ref	Z0009244	Y – only one programme per funding year	Construction Gateway: Rail Phase 1
Employment status	11, 12	Y	Construction Gateway Phase 1 is only able to support residents who are unemployed/economically inactive
Postcode	Student Postcode	Y	Students must have a WMCA postcode
Funding Model	38	Y	Must be returned to identify Adult Skills
Source of Funding	112	Y	Identifies that the funding authority is WMCA.
DAM code	023	Y	Prevents validation error

ILR Name	ILR code	Mandatory	Notes

27. Phase 2 aim

27.1.   The Phase 2 aim for Pre-Employment will be coded as below:

27.2.   Only one learning aim option can be funded for each resident.

Learning Aim ref	Z0009245	Y – only one programme per funding year	Construction Gateway: Rail Phase 2
Employment status	11, 12	Y	Construction Gateway Phase 1 is only able to support residents who are unemployed/economically inactive
Postcode	Student Postcode	Y	Students must have a WMCA postcode
Funding Model	38	Y	Must be returned to identify Adult Skills
Source of Funding	112	Y	Identifies that the funding authority is WMCA.
DAM code	023	Y	Prevents validation error

28. Phase 3 aim

28.1.   The Phase 3 aim for Pre-Employment will be coded as below:

28.2.   Only one learning aim option can be funded for each resident.

Learning Aim ref	Z0009246	Y – only one programme per funding year	Construction Gateway: Rail Phase 3
Employment status	11, 12	Y	Construction Gateway Phase 1 is only able to support residents who are unemployed/economically inactive
Postcode	Student Postcode	Y	Students must have a WMCA postcode
Funding Model	38	Y	Must be returned to identify Adult Skills
Source of Funding	112	Y	Identifies that the funding authority is WMCA.
DAM code	023	Y	Prevents validation error

Job outcome

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

28.3.1. Evidence is held showing progression into work, following a Phase 1 or 2 Construction Gateway course. (Only 1 can be claimed per funding year)

28.4. Provider will need to return an additional learning aim:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010079	Y	Construction Gateway: Job Outcome: Day 1
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	38	Y	Adult Skills funded
SOF	112	Y	Identifies West Midlands funded
DAM	023	N	Prevents validation error

28.5. 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.

28.6. 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	22/11/2024
Planned End Date	22/11/2024
Actual End Date	22/11/2024
Completion Status	2
Outcome	1

29. 13-week sustainment

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

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

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

29.2. Provider will need to return an additional learning aim:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010080	Y	Construction Gateway: 13 week sustainment
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	38	Y	Adult Skills funded
SOF	112	Y	Identifies West Midlands funded
DAM	023	N	Prevents validation error

29.3. 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.

29.4. 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.

ILR Name	ILR Code
LearnAimRef	Z0010080
Start Date	21/02/2024
Planned End Date	21/02/2024
Actual End Date	21/02/2024
Completion Status	2
Outcome	1

29.5. 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.

30. Wrap-around support.

30.1. Wrap-around Support funding will be available to cover the full live cycle of the learner's journey.
30.2. Funding will be claimed through EAS relating to direct guided learning evidence.
30.3. 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.
30.4. The maximum amount claimable per learner is £1,500.

31. **Employment package (DPS1 – April 2023) Contract for Service providers only**

31.1. This is applicable to any contract for service providers who have been allocated an Employment Package (DPS1) which commenced in April 2023.
31.2. 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.
31.3. The programme will consist of three phases:
    31.3.1. Phase one – Pre-employment
    31.3.2. Phase two – In work progression
    31.3.3. Phase three – Further in work progression (optional)
31.4. Wrap-around support can be used alongside these phases up to a maximum of 12 weeks per resident.
31.5. 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	38	Y	Adult Skills funded
SOF	112	Y	Identifies West Midlands funded
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

32. Phase 1 aim reference

32.1.   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

33. Phase 2 and 3 coding

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

34. Wrap-around aim reference.

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

34.2.   Wrap-around support can be provided to

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

34.2.2. 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.

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

34.4.   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.

34.5.   The maximum amount claimable per learner is.

34.5.1. 4-week programme - £500

34.5.2. 8-week programme – £1000

34.5.3. 12-week programme - £1,500

35. Job outcome

35.1.   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.

36. 13 Week sustainment

   36.1. For the provider to claim a payment then the following conditions must be met:
      36.1.1. The resident has been employed for 13 consecutive weeks at the same employer.
   36.2. There will be two different learning aims, based on the resident's age as below:
      36.2.1. Z0009136- residents aged 19 to 23 and
      36.2.2. Z0009137 - residents aged 24 or over.
   36.3. 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	38	Y	Adult Skills funded
SOF	112	Y	Identifies West Midlands funded
DAM	023	N	Prevents validation error
Destination and Progression	EMP	Y	Updates the validation for a job outcome (will be temporarily suspended until the new Destination Portal is in place)

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

   36.4. 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.

37. **Employment package (DPS7 – August 2023) Contract for Service providers only**

   37.1. This is applicable to any contract for service providers who have been allocated an Employment Package under Service Industries, which commenced in August 2023.
   37.2. 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.
   37.3. The programme will consist of three phases:
      37.3.1. Phase one – Pre-employment
      37.3.2. Phase two – In work progression
      37.3.3. Phase three – Further in work progression (optional)
   37.4. Wrap-around Support funding will be available to cover the full live cycle of the learner's journey.
   37.5. 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	38	Y	Adult Skills funded
SOF	112	Y	Identifies West Midlands funded
DAM	058	Y	058 identifies the Employment package, which started in August 2023 (DPS7)
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode

38. Phase 1 aim reference

38.1.   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

39. Phase 2 and 3 coding

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

39.2.   Only one learning aim option can be funded for each resident per phase.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	LARS ref	**Y**	LARS-funded AEB/FCFJ Level 2/3 qualification @Lars funded rate Dependent on the Provider's Delivery Plan
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	38	Y	Adult Skills Funded/Free Courses for Jobs
SOF	112	Y	Identifies West Midlands funded
DAM	023	N	Prevents validation error
Employment status	10	Y	Identifies the employment status of the resident – Phase 3 should be Employed/low-waged
DAM code	10	N	Should only be returned where the resident is in employment and low-waged

40. Wrap-around aim reference.

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

40.2.   Wrap-around support can be provided to

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

40.2.2. 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.

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

40.4. 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.

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

41. Job outcome

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

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

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

41.3. 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	38	Y	Adult Skills funded
SOF	112	Y	Identifies West Midlands funded
DAM	023	N	Prevents validation error
Destination and Progression	EMP	Y	Updates the validation for a job outcome (will be temporarily suspended until the new Destination Portal is in place)

41.4. 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.

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

42. Week 13 Sustainment

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

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

42.2. The ILR will be coded as below.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010080	Y	Into employment: 13-week sustainment
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode

FundModel	38	Y	Adult Skills funded
SOF	112	Y	Identifies West Midlands funded
DAM	023	N	Prevents validation error
Destination and Progression	EMP	Y	Updates the validation for an outcome

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

42.4. 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	13/03/2024
Planned End Date	13/03/2024
Actual End Date	13/03/2024
Completion Status	2
Outcome	1

42.5. 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.

43. **Path 2 Apprenticeships (Contract for Service providers (April 2024)**

43.1. This applies to any contract for service providers who have been allocated a Path 2 Apprenticeship (DPS10) which commenced in April 2024.

43.2. The provision aims to stimulate apprenticeship participation via a pre-employment support offer that enables young people who are Not in Education Employment or Training (NEET) and between the ages of 19-29 to enter a range of quality apprenticeship offers across the region

43.3. Providers delivering aims linked to the Path 2 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 as listed below
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	38	Y	Adult Skills funded
SOF	112	Y	Identifies West Midlands funded
Full/Co-funded	1 – Fully funded	Y	Identifies that the learning is fully funded

Aim ref	Learning Aim title
Z0010213	WMCA: Pre-Apprenticeship/Traineeship: Construction (0-4 weeks)
Z0010214	WMCA: Pre-Apprenticeship/Traineeship: Construction (0-6 weeks)
Z0010215	WMCA: Pre-Apprenticeship/Traineeship: Construction (0-16 weeks)
Z0010216	WMCA: Pre-Apprenticeship/Traineeship: Business and Finance (0-4 weeks)
Z0010217	WMCA: Pre-Apprenticeship/Traineeship: Business and Finance (0-6 weeks)
Z0010218	WMCA: Pre-Apprenticeship/Traineeship: Business and Finance (0-16 weeks)
Z0010219	WMCA: Pre-Apprenticeship/Traineeship: Digital (0-4 weeks)
Z0010220	WMCA: Pre-Apprenticeship/Traineeship: Digital (0-6 weeks)
Z0010221	WMCA: Pre-Apprenticeship/Traineeship: Digital (0-16 weeks)
Z0010222	WMCA: Pre-Apprenticeship/Traineeship: Engineering and Manufacturing (0-4 weeks)
Z0010223	WMCA: Pre-Apprenticeship/Traineeship: Engineering and Manufacturing (0-6 weeks)
Z0010224	WMCA: Pre-Apprenticeship/Traineeship: Engineering and Manufacturing (0-16 weeks)
Z0010225	WMCA: Pre-Apprenticeship/Traineeship: Health and Social Care (0-4 weeks)
Z0010226	WMCA: Pre-Apprenticeship/Traineeship: Health and Social Care (0-6 weeks)
Z0010227	WMCA: Pre-Apprenticeship/Traineeship: Health and Social Care (0-16 weeks)
Z0010228	WMCA: Pre-Apprenticeship/Traineeship: Early Years (0-4 weeks)
Z0010229	WMCA: Pre-Apprenticeship/Traineeship: Early Years (0-6 weeks)
Z0010230	WMCA: Pre-Apprenticeship/Traineeship: Early Years (0-16 weeks)
Z0010231	WMCA: Pre-Apprenticeship/Traineeship: Hospitality (0-4 weeks)
Z0010232	WMCA: Pre-Apprenticeship/Traineeship: Hospitality (0-6 weeks)
Z0010233	WMCA: Pre-Apprenticeship/Traineeship: Hospitality (0-16 weeks)
Z0010234	WMCA: Pre-Apprenticeship/Traineeship: Warehousing and Logistics (0-4 weeks)
Z0010235	WMCA: Pre-Apprenticeship/Traineeship: Warehousing and Logistics (0-6 weeks)
Z0010236	WMCA: Pre-Apprenticeship/Traineeship: Warehousing and Logistics (0-16 weeks)

44. Week 13 Sustainment

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

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

44.2.   The ILR will be coded as below.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010237	Y	WMCA: Pre-Apprenticeship/Traineeship: 13-week sustainment
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	38	Y	Adult Skills funded
SOF	112	Y	Identifies West Midlands funded
DAM	023	N	Prevents validation error

Destination and Progression	EMP	Y	Updates the validation for an outcome (will be temporarily suspended until the new Destination Portal is in place)
Full/Co-funded	1 - Fully funded	Y	Identifies that the learning is fully funded

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

44.4. 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	Z0010237
Start Date	13/06/2024
Planned End Date	13/06/2024
Actual End Date	13/06/2024
Completion Status	2
Outcome	1

44.5. 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.

45. Bursary

45.1. Where bursaries are agreed upon as part of your contract, Delivery Partners will be required to submit an update of actual deliverables in line with the agreed submission dates below.

45.2. Submissions should be emailed to your contract Manager and marked "Transition to Work Bursary UKSPF Return" using the template provided.

45.3. If your returns contain sensitive data, we require them to be returned via secure document transfer such as https://wetransfer.com/.

45.4. Funding & Deliverables are as set out in your Funding & Deliverables Schedule. Please refer to your operational plan and speak to your contract lead for future information.

45.5. Payment will be made to Delivery Partners in line with the payment lines below.

1st Payment* July 2024	2nd Payment** Oct 2024	3rd Payment ** Jan 2025	4th & Final Payment ** April 2025
Payment on the performance of bursaries issued	Payment on the performance of bursaries issued	Payment on the performance of bursaries issued	Payment on the performance of bursaries issued

46. Section 5 - Up-skilling and re-skilling

46.1. Set out below is the coding guidance for programmes which fall under our, Moving Residents into Good Jobs strategy.

46.2. Aged 24+ and studying their first Full Level 3

46.3. Level 3+ Approved flexibilities

46.4. Level 3 Free Courses for Jobs

46.5. Leadership and Management (DPS 9) Contract for Service Providers Only

46.6. Higher Level Skills (DPS 6) Contract for Service Providers Only

46.7. Skills Bootcamps (Wave 5) Contract for Service Providers Only

47. Aged 24+ and studying their First Full Level 3 (AEB only)

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

47.2. 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	38	Y	Adult-funded learning aims
SOF	112	Y	Identifies West Midlands funded
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)

47.3. The following conditions must apply:

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

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

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

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

48. **Level 3+ Approved Flexibility**

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

48.2.   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	38	Y	Adult-funded learning aims
SOF	112	Y	Identifies West Midlands funded
FFI	1	Y	Fully Fund the aim
OtherFundAdj	e.g 50	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 complete/partial funding qualification that would previously have been co-funded or student loan funded.

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

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

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

49. **Level 3 Free Course for Jobs**

49.1.   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.

49.2.   Please note that 19–23-year-old funding will be paid through AEB, a provider must have access to AEB funding, prior to enrolling residents who are 19–23 years old.

49.2.1. 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.

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

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

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

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

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

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

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

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	38	Y	Adult Funded/Free courses for Jobs
SOF	112	Y	Identifies West Midlands funded
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)
LDM	391	N	Low wage indicator

49.6. 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.

49.7. 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:

49.7.1. £600 for qualifications of 360 Guided Learning Hours (GLH) and above (unweighted rate) and

49.7.2. £150 for qualifications of 359 GLH and below (unweighted rate).

49.8. 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.

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

49.10. 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.

49.11. New for 2024/2025: LDM 382 for low wages has been replaced by LDM code 391 which identifies learners earning below the earnings threshold

Additional FCFJ-approved qualifications for delivery

49.12. In addition to the national Free Courses for Jobs qualifications, WMCA will also fund additional qualifications.

49.13. WMCA will regularly share an update with providers on the full list of flexibilities as these are regularly added.

49.14. You must ensure you use LDM code 378 when recording these learners on the ILR (and LDM code 391 when recording learners who earn lower than the

Earnings Threshold) and record the employment status of learners accessing the offer in the ILR.

49.15. <u>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.</u>

49.16. Please note: These qualifications will not attract the national uplift, however, will attract the WMCA agreed funding uplift. **To be updated**

50. **Leadership & Management – DPS 9 (Contract for Service providers (April 2024)**

50.1. This applies to any contract for service providers who have been allocated a Leadership & Management contract (DPS9) which commenced in April 2024.

50.2. The purpose of the programme is to create a flexible Leadership and Management offer.

50.3. Our aim is to support growth and productivity across the region through upskilling and reskilling, giving our residents the tools they need to support the businesses and sectors that they work in.

50.4. Providers delivering aims linked to the Leadership & Management 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 approved learning aims as recorded in the Delivery Plan
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
EmpStat	10	Y	Employment Status at the start of the learning aim
FundModel	38	Y	Adult Skills funded
SOF	112	Y	Identifies West Midlands funded
Full/Co-funded	1 – Fully funded 2 Co-funded	Y	Depending on the eligibility status of the learner and agreements within the contracts

50.5. To monitor the enrolment of learners on the Leadership and Management pathway, providers are asked to record the following codes in one of the four Provider specified delivery monitoring fields where they enrol a learner from one of the following groups under the Strategic Leadership package:

Outcome	Code
A female starting in the healthcare sector, who has progressed into a leadership role, without any formal leadership and management training	SL1

A male working in the manufacturing sector in the Black Country	SL2

50.6. To monitor the outcomes of learners on the Leadership and Management pathway, providers are asked to record the following code in one of the four Provider specified delivery monitoring fields where they have evidence of the learner achieving the outcome following the completion of the learning:

Outcome	Code
An increase in skills and knowledge which has resulted in: Effective application of skills and knowledge in the workplace Increase in the learner's performance Clear demonstration of the impact of learning on the business	SK1

51. Higher level skills delivery – DPS6 (Contract for Service providers only)

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

51.2. 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.

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

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

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

51.4. 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	38	Y	Adult Skills funded
SOF	112	Y	Identifies West Midlands funded
DAM	057	Y	Identifies the Higher-level delivery
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
Full/co-funded indicator	1 or 2	Y	Unemployed and low-waged employed learners are fully funded

52. Wrap-around.

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

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

    52.3.   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.

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

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

53. **Skills Bootcamp DfE (Wave 5)**

    53.1.   The information in this section will detail how the WMCA expects Wave 5 DfE Skills Bootcamp providers to submit information in the ILR monthly.

    53.2.   Please note – ILR submissions are in addition to the completion and submission of the datasheet. It's a condition of funding that both are returned.

    53.3.   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.

    53.4.   Each provider will be allocated a set of Contract reference numbers and component learning aim references that are linked to the agreed delivery.

    53.5.   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.

    53.6.   Each Bootcamp aim should be coded in the ILR as follows.

54. *Programme Aim*

    54.1.   Programme aim – every Skills Bootcamp must have a programme aim spanning across the entire duration of the programme. This must be recorded using ZPROG001 and Aim Type 1.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	ZPROG001	Y	This aim must be used if the provider is delivering Skills Bootcamp
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	37	Y	Skills Bootcamp
SOF	105	Y	Identifies that the funding is sourced from the Department for Education
Employer contribution		N	Where contributions from employers have been received providers should record the appropriate contribution using the full or co-funded indicator and the small/medium employer identifier – tick box
Contract reference number		Y	A unique contract reference number will be created for Each Bootcamp, which should be recorded in all recording elements of the Bootcamp
Programme Type	32	Y	All elements of the Bootcamp programme should be recorded using the Skills Bootcamp programme type
Aim Type	1	Y	1 – Programme Aim

55. *Learning aim (Component aim)*

    55.1.   A component learning aim – every Skills Bootcamp must have a component learning aim to represent the learning taking place.

    55.2.   A component aim representing events (event aim) related to the completion of the programme.

    55.3.   All component learning aims to represent the learning must be recorded as Aim Type 3 and these learning aims must be listed on Find a learning aim and providers must use learning aims marked with Category code 62: DFE Skills Bootcamps. This aim must be recorded with the same Learning Start Date as the Programme aim.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	LARS code	Y	In line with delivery plan agreements
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	37	Y	Skills Bootcamp
SOF	105	Y	Identifies that the funding is sourced from the Department for Education
Programme Type	32	Y	All elements of the Bootcamp programme should be recorded using the Skills Bootcamp programme type
Aim Type	3	Y	3 - Component learning aim within a programme

**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.

56. *Milestone 2 (Class codes) - Component aims.*

    56.1.   In addition to the main programme aim above, you must also add, where applicable the aims below for Milestone 2 outcomes in line with the guidance above:

        56.1.1. Z0059747 – will be used for Milestone 2 claims, where you hold evidence of an interview for a role which matches skills acquired during a Bootcamp.

        56.1.2. Z0059748 - will be used for Milestone 2 claims, where you hold evidence of an offer of a new role or added responsibilities, which match skills acquired during the Bootcamp, with an existing employer.

        56.1.3. Z0059749 - will be used for Milestone 2 claims, where you hold evidence of a plan from the learner of how the Bootcamp learning will be applied to acquire new self-employment opportunities/contracts.

57. *Outcome*

Recording Skills Bootcamps on the ILR: examples

    57.1.   Learner starts bootcamp on 1 August, interview offer has not been made, Outcome recorded as Outcome=8 on the Programme aim and component learning aim.

Aim	Learning Start Date	Learning Actual End date	Completion Status	Outcome	Achievement date
Programme aim ZPROG001	01/08/2023		Continuing (completion status = 1)	Outcome Not Yet Known (outcome = 8)	
Learning Aim	01/08/2023	30/11/2023	Completed (Completion status = 2)	(Outcome Not Yet Known (outcome = 8)	

57.2. Learner starts bootcamp on 8 September, interview offer after learning ends, end date of the programme aim is the same date as the interview offer. Update the programme aim as completed, update the Outcome fields accordingly.

Aim	Learning Start Date	Learning Actual End date	Completion Status	Outcome	Achievement date
Programme aim ZPROG001	08/09/2023	20/12/2023	Completed (completion status = 2)	Outcome Not Yet Known (outcome = 8)	
Learning Aim	08/09/2023	16/12/2023	Completed (Completion status = 2)	Achieved (outcome = 1)	
Class code for offer of an interview (event)	20/12/2023	20/12/2023	Completed (Completion status = 2)	Achieved (outcome = 1)	

57.3. Learner starts bootcamp on 8 September, interview offer after learning ends, end date of the programme aim is the same date as the interview offer. Learner is not offered a job. Update the Outcome field accordingly.

Aim	Learning Start Date	Learning Actual End date	Completion Status	Outcome	Achievement date
Programme aim ZPROG001	08/09/2023	20/12/2023	Completed (completion status = 2)	Not Achieved (outcome = 3)	
Learning Aim	08/09/2023	16/12/2023	Completed (Completion status = 2)	Achieved (outcome = 1)	
Class code for offer of an interview (event)	20/12/2023	20/12/2023	Completed (Completion status = 2)	Achieved (outcome = 1)	

57.4. Learner starts bootcamp on 8 September, interview offer after learning ends, end date of the programme aim is the same date as the interview offer. Learner is offered a job on 16 January following the interview. Record the job offer date in the Achievement date field. Update the Outcome field accordingly.

Aim	Learning Start Date	Learning Actual End date	Completion Status	Outcome	Achievement date
Programme aim ZPROG001	08/09/2023	20/12/2023	Completed (completion status = 2)	Achieved (outcome = 1)	16/01/2024
Learning Aim	08/09/2023	16/12/2023	Completed (Completion status = 2)	Achieved (outcome = 1)	
Class code for offer of an interview (event)	20/12/2023	20/12/2023	Completed (Completion status = 2)	Achieved (outcome = 1)	

58. *Payments*

58.1.   Submission claims for each aim will be paid as follows:

Submission Type	Payment calculation
Start (40%)	A learning aim has been added to the ILR and 14 days have passed since the learning start date and the completion status is set to continuing. Please note if a completion/withdrawal date has been added before the 14-day qualifying period, no payments will be issued.
Completion (30%)	A Class code (reference Z00597-47/48/49) must be returned that has the same date recorded in the learning start date, planned end date and actual end date. • The status of the Learning aim is set to 'Completed' and 'Achieved'. • The status of the Class Code (Milestone 2) is set to 'Completed' and 'Achieved'. • The Programme aim of the Bootcamp must be set to 'Completed and 'outcome is not yet known' At least 80% of the bootcamp learning must be been completed. This will be taken from the learning start and actual end date for learners who complete it.
Job outcome/progression in work (30%)	• The status of the Learning aim is set to 'Completed' and 'Achieved'. • The status of the Class Code (Milestone 2) is set to 'Completed' and 'Achieved'. • The Programme aim of the Bootcamp must be set to Completed' and 'Achieved'. • The job outcome date or the date of progression needs to be recorded in the achievement date field of the Programme aim.

59. Digital Bootcamps (Skills Fund Lot 8B only)

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

59.2. 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.

59.3. Each provider will be allocated a set of LARS codes

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Must be one of the predefined aims
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	38	Y	Adult Skills funded
SOF	112	Y	Identifies West Midlands funded
DAM	010	N	For Low Wage WMCA Students, use this DAM code
DAM	023	Y	Prevents validation error

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

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

59.6. 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

60. Job outcome/progression in work submissions

60.1. The core aims of the Digital Bootcamps is to

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

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

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

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

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

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[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.*

61. *Progression into employment*

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

    61.2.   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.

62. *Progression in work*

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

    62.2.   Examples of progression are:

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

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

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

        62.3.1. Select the learner's record.

        62.3.2. Select 'Provider Specified info'

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

    62.4.   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.

    62.5.   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.

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

    63.1.   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.

        63.1.1. Add a new Learning aim.

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	38	Y	Adult Skills funded
Source of Funding	112	Y	Identifies West Midlands funded
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

63.1.2. Select 'Provider Specified info'

63.1.3. 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.

63.1.4. 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.

63.1.5. Save the updated entry.

Section 6 - Addition coding requirements

64. **Learners below the earnings threshold**

64.1. Residents who earn below the earnings threshold listed in the WMCA Skills Programme funding rules will be entitled to full funding for Free Courses for Jobs (FCFJ).

64.2. Providers who wish to fully these residents, should code the ILR as follows:

ILR Name	ILR code	Mandatory	Notes
EmpStat	10, 11 , 12	Y	Employment Status at the start of the learning aim
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	38	Y	Adult Skills funded
SOF	112	Y	Identifies West Midlands funded
FFI	1	Y	Fully Fund the aim
LDM	391	Y	For Learners who are earning below the earnings threshold

64.3. Where the Earnings Threshold 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:

65. **Students Unemployed and NOT in receipt of Benefits**

65.1. 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.

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[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.

65.2.   For Providers who wish to fully fund unemployed residents, who are **not** 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
Funding model	38	Y	Adult Skills funded learning aims / Free Courses for Jobs
Source of funding	112	Y	Identifies West Midlands funded
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

66. **Low Wage Pilot (Employed Students) AEB only.**

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

66.2.   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	38	Y	Adult Skills funded learning aims
SOF	112	Y	Identifies West Midlands funded
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

66.3.   Please note: While the low wage threshold applies to FCFJ, the coding will **be different** – please refer to the ***FCFJ section***

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

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

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

66.4.3. Enrolled on learning up to and including Level 3

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

67. **Residential uplift**

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

67.2.   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	38	Y	Adult Skills funded learning aims / Free Courses for Jobs
SOF	112	Y	Identifies West Midlands funded
DAM	060	Y	Identifies residential learners

68. **HS2 delivery**

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

68.2.   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	38	Y	Adult Skills funded learning aims / Free Courses for Jobs
SOF	112	Y	Identifies West Midlands funded
DAM	056	Y	Identifies the aim linked to HS2 jobs

69. **Health and Social Care Plan**

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

69.2.   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.

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

69.4.   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	38	Y	Adult Skills funded learning aims / Free Courses for Jobs
SOF	112	Y	Identifies West Midlands funded
DAM	023	N	Prevents validation error
DAM	061	Y	Identifies the aim as part of the Health and Social Care Plan programme

69.5. 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.

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

70. **Capping Factor Exemption**

70.1. New for 2024/2025, the capping factor has been removed for West Midlands residents. The spend per resident will be monitored internally be the Skills Delivery team but there will be no need to add DAM code 043 as in previous years.

70.2. WMCA will monitor the spend per learner as part of the 2024/25 funding year and reserve the right to make changes.

Section 7 - Earnings Adjustment Statement (EAS)

71. **EAS claims.**

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

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

71.3. 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 depending on the type of aims being claimed to fund,.

71.4. Types of Funding Lines available:

71.4.1. DA/GLA Adult Skills Fund core (non-procured)

71.4.2. DA/GLA Adult Skills Fund core (procured)

71.4.3. DA/GLA Adult Skills Fund free courses for jobs (non-procured)

71.4.4. DA/GLA Adult Skills Fund free courses for jobs (procured

71.5. Types of Adjustment Lines available:

71.5.1. Authorised Claims

71.5.2. Excess Learning Support

71.5.3. Princes Trust

71.5.4. Student Support 19+ Hardship

71.5.5. Student Support 20+ Childcare

71.5.6. Student Support Residential Access Fund

71.5.7. Student Support Administration Expenditure

71.5.8. Learner Support IT devices and connectivity costs

71.6. 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.

71.7. 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.

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

72.1. 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.

72.2. 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.

72.3. 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.

72.4. 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.

72.5. For instance, the CSV files submitted in November 2024 could include rows with Calendar Months from 8 to 11, representing August to November.

72.6. 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 2024 to 2025 year is open until 06 February 2025, but the latest calendar month which may be returned in this file is calendar month 1 (January) in calendar year 2025.

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

72.7.1. For example, a provider can submit an EAS for the 2024 to 2025 year any time up to the close of R14 in October 2025, but it will only affect EAS funding earned on activity that took place in the 2024 to 2025 funding year between August 2024 and July 2025.

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

72.9. 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.

73. **Filename**

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

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

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

73.4. 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).

73.5. 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 24/25 section:

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

74. **Submission**

74.1. 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 24/25.

74.1.1. 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.

Section 8 - Destination and Progression data

75. **Destination and Progression data**

This section is currently under review

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

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

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

75.3. We will closely monitor this entity in 23/24 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.

75.4. 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 region.

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

76. Destination definitions

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

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

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

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

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

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

76.4.   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'.

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

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

77. Destination tracking

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

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

77.3.   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

78. How the WMCA Validates Destinations

78.1.   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.

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

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

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

78.4.1. August 2024

78.4.2. November 2024

78.4.3. February 2025

78.4.4. May 2025

78.4.5. August 2025

Section 9 - KPIs

79. <u>**KPI's**</u>

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

   79.2.   KPIs Into Employment programmes including Construction Gateway are focused on progression into paid employment and will be monitored on the day 1 destination.

   79.2.1. Educational outcomes do not count towards this KPI.

   79.3.   WMCA will also monitor the retention of the day 1 job outcomes against sustainment's claimed.

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

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

Section 10 – Contact

80. Contacting us

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

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

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

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

   80.5.   For queries on Quality and Compliance, You can contact qualityandstandards@wmca.org.uk

81. **Section 11 Funding Charts**

Chart 1: 19 to 23-year-olds

Provision		Notes		Funding
English and Maths up to and including level 2.	➡	Must be delivered as part of the legal entitlement	➡	**Fully funded**
Essential digital skills qualification up to and including level 1.	➡	Must be delivered as part of the digital legal entitlement qualifications	➡	**Fully funded**
Full level 2 legal entitlement (excluding English and Maths)	➡	Full level 2 must be delivered as part of the legal entitlement qualifications	➡	**Fully funded**
Learning aims up to and including level 2 (local flexibility offer)	➡	For those who meet the earnings threshold criteria or are unemployed.	➡	**Fully funded**
		For those who do not meet the earnings threshold criteria	➡	**Co-funded**
Full level 3 legal entitlement	➡	Full level 3 must be delivered as part of the legal entitlement qualifications.	➡	**Fully funded**

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Provision		Notes		Funding
Level 3 free courses for jobs (FCFJ) offer	→	For those who meet the FCFJ criteria or are unemployed or low waged.	→	**Fully funded[i]**
		Learners above the FCFJ criteria	→	**Advanced Learner Loan**

English for speakers of other languages (ESOL) including up to and including level 2.	→	For those who meet the earnings threshold criteria or are unemployed.	→	**Fully funded**
		For those who do not meet the earnings threshold criteria	→	**Co-funded**

Level 3 learning (where it is not part of FCFJ or legal entitlement) should be Adult Skills funded[ii]	→	For those who meet the earnings threshold criteria or are unemployed.	→	**Fully funded**
		For those who do not meet the earnings threshold criteria	→	**Co-funded**

![West Midlands Combined Authority]

Chart 2: 24+ year-olds

Provision		Notes		Funding
English and Maths up to and including level 2.	➡	Must be delivered as part of the legal entitlement	➡	**Fully funded**
Essential digital skills qualification up to and including level 1.	➡	Must be delivered as part of the digital legal entitlement qualifications	➡	**Fully funded**
Level 2 and learning up to a level 2 (local flexibility and access to level 2 legal entitlement qualifications as a policy addition)	➡	For those who meet the earnings threshold criteria or are unemployed.	➡	**Fully funded**
		For those who do not meet the earnings threshold criteria	➡	**Co-funded**
Level 3 free courses for jobs (FCFJ) offer	➡	For those who meet the FCFJ criteria or are unemployed or low waged.	➡	**Fully funded**
		Learners above the FCFJ criteria	➡	**Advanced Learner Loan**

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Provision		Notes		Funding
English for speakers of other languages (ESOL) including up to and including level 2.		For those who meet the earnings threshold criteria, or are unemployed.		**Fully funded**
		For those who do not meet the earnings threshold criteria		**Co-funded**

Level 3 learning (where it is not part of FCFJ or legal entitlement) should be Adult Skills funded.		For those who meet the earnings threshold criteria, or are unemployed.		**Fully funded**
		For those who do not meet the earnings threshold criteria		**Co-funded**

[1] *The WMCA will provide partial or full funding Level 3 qualifications and units where they support progression in work or career changes through re-training.*

This will be agreed as part of your delivery plan with agreed levels of contribution in line with Regional Skills Plan priorities.

Chart 3: WMCA Pathways

Provision		Resident		Funding
Higher Level skills (DPS6) **Leadership & Management (DPS9)**	➡	• Unemployed • Employed and low waged	➡	**Fully funded**
		• Employed and not low waged.	➡	**Co-funded**

Provision		Resident		Funding
Employment pathway (DPS1) **Basic Skills (DPS2)** **Workplace Confidence and Progression (DPS4)** **Service Industries (DPS7)** **Create Central (DPS8)** **Path 2 Apprenticeships (DPS10)** **Construction Gateway (DPS14)**	➡	• All WMCA residents (certain eligibility conditions may apply dependent on contract specifications)	➡	**Fully funded.**

82. **Section 12 – 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.

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Legend: **G** = Mandatory (green), **O** = Optional, dependent on learner circumstances (orange), **B** = Employment status is applicable to the Framework (blue), **A** = Only where providers have been given approval (grey).

Pathway	Employment status 10	11	12	DAM001 Postcode validation exclusion	DAM002 Procured Devolved Adult Education	DAM010 Devolved AEB Low Wage Pilot	DAM013 Into-Employment Main Learning Aim	DAM016 Into-Employment Component Learning Aim	DAM023 MCA/GLA Delivery Exclusion	DAM043 Exemption from learner-level capping	DAM045 Co-funded fee waived (Aged 24+ and first Full Level 3)	DAM054 ESOL Programme	DAM055 Community Learning Project identifier	DAM056 HS2 Delivery	DAM057 Higher Level Skills	DAM058 Service Providers (DPS7)	DAM059 Constellia	DAM060 Residential	DAM061 Health & Social Care Plan	DAM063 Full/partial fund flexibility	DAM068 Employment package (Fairway and Free to Learn)	DAM069 Basic Skills
Health and Social Care	B	B	B	O	O				O	A												
Vocational ESOL	B	B	B	O	O				O	A		G										
Students Unemployed and NOT in receipt of Benefits		B	B	O	O				G	A												
Low Wage Pilot (Employed Students)	B			O	O	G			O	A												
Unemployed, aged 24+ First Full Level 3		B	B	O	O				G	A	G											
Level 3 Free Courses for Jobs	B	B	B	O	O				O	A					G		G					
Level 3 Flexibility	B	B	B	O	O				O	A	O											
Into-Employment Training		B	B	O	O		G	G	O	A												
Construction Gateway	B	B	B	O	O				O	A												
Digital Bootcamps	B	B	B	O		O			O	A												
Skills Bootcamps	B	B	B	O		O			G	A												
HS2 Delivery	B	B	B	O		O			O	A				G								
Residential learners	B	B	B	O		O			O	A								G				
Basic Skills pathway	B	B	B	O					O	A												G
Higher Level Skills	B	B	B	O		O			O	A					G							
Into-Employment Training	B	B	B	O		O			O	A						G						
Employment (DPS7)	B	B	B	O					O	A											G	
Path 2 Apprenticeships	B	B	B	O					O	A												
Leadership & Management	B	B	B	O		O			O	A												

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

83. **Section 13 - Data Validation and error reports**

84. **Data validation**

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

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

84.3.   Below are the current validation rules the WMCA will use in 24/25 – this list will be updated as errors are added as the year progresses

84.4.   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.

85. **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: Removed the learning aim from your ILR return If you have approval, please discuss with your Skills Delivery Officer
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	To resolve the no pay error, providers should review the submitted aim and update in line with the below: 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, and 378 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 Flex but funded as AEB	Where a learning aim can be funded through Free Courses for Jobs (FCFJ) WMCA flexibility list 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_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 Tailored Learning with Funding Model 38 (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
WMCA_031 - Invalid use of DAM code 016 / 013	DAM codes 013 and 016 are only to be used for Into-Employment enrolments by GRANT providers. DAM code 013 should be used to record the Phase 1 learning aim and DAM code 016 should be used with all additional enrolments under this pathway	To resolve this error: Ensure that the correct DAM code has been applied to the enrolment and that the enrolment is part of the Into-Employment pathway
WMCA_033 - Higher-level skills full/co-funded error	Learners who are unemployed or low waged and employed are eligible for full funding as part of this pathway. Learners who are employed and not low waged should be coded as co-funded	To resolve the error the correct full/co-funding option for the learner should be returned in the next submission
WMCA_035 - Unemployed Learner has DAM010 for low wage	DAM code 010 is the identifier for Adult Skills funded enrolment that shows the learner is employed and earns less than £30,000 per year. This error will appear when DAM code 010 has been applied to a learner who has an unemployed employment status and therefore is not correctly coded	To resolve the error either: Amend the employment status to be 10 for employed or Remove DAM code 010 from the enrolment
WMCA_036 - Job Outcome claimed without completion and achieved outcome	Some WMCA pathways use specific aims for providers to be funded where they have supported a learner into employment. When one of these aims is returned the WMCA expects the job outcome to show completed under the completion status and achieved under the outcome of the aim	To resolve this error and for the enrolment not to appear on the no pay report in the next month, either the completion status or outcome status should be updated in line with the Coding Guidance

WMCA_037 - Job Outcome claimed without Paid Employment destination	Some WMCA pathways use specific aims for providers to be funded where they have supported a learner into employment. In conjunction with this the learner's Destination and Progression record should also show that they have moved into Employment	This error can be resolved by ensuring that the latest Destination and Progression record shows Employment or the job outcome aim should be removed from the ILR for the learner
WMCA_039 - No original aim specified for bootcamp payment	For Wave 5 Skills Bootcamps, to ensure that the Milestone 2 and Milestone 3 payments are paid at the correct rate, Providers are asked for the Bootcamp learning aim reference the Milestone 2 or 3 relates to be inputted in one of the four Provider specified monitoring fields	This error will appear when the Bootcamp learning aim for the learner has not been entered in the Milestone 2 or Milestone 3 record. By adding this to either the A, B, C or D field then the error will not appear on the next submission.
WMCA_040 - Bootcamp is co-funded with no contribution percentage	For Wave 5 Skills Bootcamps, Providers have to identify any learners who have a contribution from an Employer. CONTRIBUTION 10/30 should be entered in one of the four Provider specified monitoring fields which will reduce the funding appropriately and the enrolment should be recorded as co-funded	To resolve this error either the co-funded needs to be amended to fully-funded or the Contribution 10/30 indicator needs to be removed
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	To resolve the error, please review as below 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	To resolve the error, providers should refer to the WMCA coding guidance and update the ILR in line with the guidance.
2023-2024 - Other funding adjustment error	This error will show where a value has been added to the other funding adjustment field and the learning aim is not eligible.	To resolve the error, please review as below : Delete the value form the field to stop the error appearing on the next submission Contact your SDO who can approve a flexibility to this no pay error
SDO error check as no Lot identified	This error will show when the enrolment has not been coded correctly and no relevant contract (Lot) can be ascertained	To resolve this error the Provider should review the coding of the enrolment to ensure it conforms to the appropriate section of the Coding Guidance.

Issue date;	August 2024
Senior policy owner;	Miguel Silva
Document owner;	Kevin Nicholls

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[i] *Once a learner has been funded by FCFJ, they will have exhausted their eligibility for the offer and can no longer access FCFJ funding. Learners accessing the low-wage and unemployment flexibilities cannot be funded if they have previously been funded via FCFJ. FCFJ for 19–23-year-olds will be funded through the Adult Skills fund.*

[ii] *The WMCA will provide partial or full funding Level 3 qualifications and units where they support progression in work or career changes through re-training. This will be agreed as part of your delivery plan with agreed levels of contribution in line with Regional Skills Plan priorities.*