



**CAMBRIDGESHIRE & PETERBOROUGH**  
COMBINED AUTHORITY

# **Cambridgeshire and Peterborough Combined Authority**

## **Adult Education Budget (AEB)**

### **Funding and Performance Management Rules for all Learning Organisations**

**For the 2023 to 2024 funding year  
(1 August 2023 to 31 July 2024)**

Version 1 – June 2023

This document sets out the funding rules that apply to all Learning Organisations of education and training who receives Adult Education Budget and Free Courses for Jobs funding for residents in the Cambridgeshire and Peterborough Combined Authority (CPCA) area.

To be read in conjunction with your Grant Funding Agreement or Contract for Services

## Cambridgeshire and Peterborough Combined Authority

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## What's new?

### Main changes since the publication of 2023 to 2024 version 1 in August 2023:

We have highlighted the main changes from CPCA Adult Education Budget Funding and Performance Management Rules for Learning Organisations, Version 1, August 2023 in the Annex H and the table below. Please note that this is not an exhaustive list of all changes.

You must refer to the main document for the definitive rules, which apply to all Learning Organisations of education and training who receive funding from the Combined Authority.

CPCA AEB Funding Rules Version 3: Key changes since the publication of 2023/24 version 2 in January 2023.		
Low Wage	Throughout the document	Low Wage Scheme rises to £22,500
Care Leavers 19-22 Bursary	Throughout the document	Care Leavers 19-22 Bursary increases to £1,500 plus enhanced offer supporting travel, independent living and meals during term-time.
Essential Skills & First Full Level 2	Page 6	10% uplift to Adult Skills funding under: <ul style="list-style-type: none"> <li>• All first full level 2s under the legal entitlement</li> <li>• All English and maths learning which is fully funded under the legal entitlement plus Basic Skills English and maths qualifications</li> </ul>
Residency eligibility	Page 11	We have clarified the rules for family members of UK nationals
Disadvantage uplift	Page 22	Local disadvantage uplift for deprived areas increases from 4% to 8%
Armed Forces Covenant	Page 20 &32	Fully funded courses for residents covered by the Armed Forces Covenant
Youth Offer - Enrichment	Page 28	Youth Offer for 19-23 Entitlement for enrichment, and Work Experience etc – flat amount of £250
Level 3 Free Courses for Jobs	Page 30	CPCA will be able to use 50% of ringfenced Free Courses for Jobs funding to fund Level 3 qualifications not included in the national list of qualifications
Licence to Practise	Page 33	Licenses to Practice (SIA) now funded and should only be claimed when a learner has passed the associated qualification/s.
Evidence, Starting Participating and Achieving Leaving Learning	Page 36	Section updated to strengthen CPCA approach.

Traineeships	Page 39	New section added
Community Learning	Page 48	Community Learning provision types updated from four to the seven national delivery strands
Qualifying Days for Funding	Page 51	Section updated to strengthen our approach to planned GLH
Breaks in Learning	Page 52	Section updated to strengthen our approach to breaks in learning
Sub-Contracting	Page 53	In 2023/24 academic year, the Combined Authority will be implementing the ESFA Sub-Contracting Standard
Earnings Adjustment Statement	Page 56	Section updated to strengthen CPCA approach.
Earning Boost Earnings	Page 59	In 2023 to 2024 we will apply a 2.2% increase to the final earnings for all AEB formula-funded provision (excluding associated learner and learning support). In addition, we will apply a 20% boost on top of earnings for all AEB formula-funded provision in six sector subject areas: Engineering, Manufacturing Technologies, Transport Operations and Maintenance, Building and Construction, ICT for Practitioners, and Mathematics and Statistics.
Profile Payment	Page 60	Grant funded Learning Organisations paid on a flat monthly profile for AEB & FCFJ
Performance Management	Page 62	Section renamed from CPR to PMP

## Foreword

This is the fifth year since the Adult Education Budget (AEB) and associated functions were transferred to the Combined Authority. This document sets out our approach which aims to ensure closer alignment of funding to the needs of our citizens, businesses, and places.

With the publication of Census 2021 data highlighting educational inequalities and economic inactivity, we continue building momentum with our ambitious package of local funding policy changes and flexibilities as set out in this document. We expect our progressive policies will help 'level up' skills across the sub-region and widen participation in adult learning, these include:

- Disadvantage uplift - targeting and support for residents in the most relatively deprived areas of the sub-region – an additional 8 per cent above the ESFA value.
- A flat amount of £250.00 per learner under our Youth Offer for 19-23 Entitlement for enrichment, tutorial, work experience etc.
- 50% flexibility to deliver other level 3 courses, other than the national list
- Fully funded first Level 2 and first Level 3 qualifications
- Fully funded ESOL (English for Speakers of Other Languages)
- Increase funding for Essential Skills qualifications by 10 per cent (English, maths, and Essential Digital Skills - entitlements) claimed on achievement.
- Implement a 10% increase to Essential Skills qualifications and First Full Level 2 For 2023/24 academic year, it is proposed to introduce an additional 10% uplift to Adult Skills funding under at least one of the following categories:
  - All first full level 2s under the legal entitlement
  - All English and maths learning which is fully funded under the legal entitlement plus Basic Skills English and maths qualifications
- Second Level 3 courses for the unemployed or economically inactive, for in-work progression or entry into growth or foundational sectors
- Extending our Low Wage Scheme to £22,500 before fees are payable
- Our Bursary for Care Leavers, 19-22 increases to £1,500, with an enhanced package of support.
- An entitlement to fully funded learning for individuals and their dependents, covered by our Armed Forces Covenant.
- Application of a 20% boost on top of earnings for all AEB formula-funded provision in six sector subject areas: Engineering, Manufacturing Technologies, Transport Operations and Maintenance, Building and Construction, ICT for Practitioners, and Mathematics and Statistics
- Licenses to Practice (SIA) fully funded for learners that meet CPCA eligibility rules.

The AEB Funding Rules and flexibilities aim to provide the right mechanism to deliver our ambitions but remain under review to ensure they remain inclusive. I look forward to working together to deliver our vision to create the best local learning and skills system for devolution of AEB in England.

Parminder Singh Garcha, Senior Responsible Officer - Adult Education

## 1 Devolution of the Adult Education Budget

- 1.1 Cambridge and Peterborough Combined Authority ('the Combined Authority') from 1st August 2019 had devolved to it certain adult education functions from the Secretary of State, under the Apprenticeships, Skills, Children and Learning Act 2009. This transfer of functions had been achieved by way of orders made under the Local Democracy, Economic Development and Construction Act 2009. The CPCA Combined Authority (Adult Education Functions) Order 2018 (SI 2018/1146).
- 1.2 Ministers agreed under a Memorandum of Understanding and a Data Sharing Agreement that certain functions and activities will be undertaken by the Education and Skills Funding Agency (ESFA) on behalf of the Combined Authority for the 2023/24 funding year.
- 1.3 The Combined Authority is publishing these AEB Allocation, Funding and Performance Management rules (the Rules) for the 2023/24 funding year (1 August 2023 to 31 July 2023). They will apply to Learning Organisations in receipt of devolved Adult Education Budget (AEB), from 1 August 2023, for AEB delivery to residents of Cambridgeshire and Peterborough. This excludes the 19-24 traineeship programme and apprenticeships. The DfE have devolved the budget for 19-23 Traineeships will be devolved to Combined Authorities from the 2023/24 academic year. Proposals for delivery of 19-23 Traineeships will be considered as part of provision planning for 2023/24.
- 1.4 The Combined Authority embeds the mayor's core principles of Compassion, Co-operation and Community across its portfolio and operations, including devolved AEB. This will be demonstrated through our collaborative approach with Learning Organisations and stakeholders, where we aim to work in co-production to co-design innovative solutions specific to our people and place, to boost productivity and spread prosperity more evenly across the region.

## 2 Introduction and Purpose of the Document

- 2.1 This document sets out rules which apply to all Learning Organisations who receive AEB funding from the Combined Authority, whether paid by Grant or under a Contract for Services. Learning Organisations must respond to the priorities set by the Combined Authority, and the provision agreed in the delivery profile or Schedule 3.
- 2.2 Devolved AEB funding must be considered as an integral part of the broader skills landscape which includes Study Programmes for 16-18-year-olds, Apprenticeships, Skills Boot Camps, Traineeships, Advanced Learner Loans, Higher Education, other Government, and private investment in skills training. While not in the direct control of the Combined Authority, they are all inextricably linked in terms of resident progression within the post-16 skills and employment system.

- 2.3 AEB provides Combined Authority residents with a **statutory entitlement**, for those who want to improve their skill levels, the opportunity to engage in high quality provision which will equip them for work, an apprenticeship or other learning. It enables flexible, tailored programmes of learning to be made available, which may or may not require a qualification, to help eligible residents engage in learning, build confidence, and enhance their wellbeing and personal development.
- 2.4 AEB funding is ring fenced for the purposes set out in these Rules and cannot be used to support other nationally funded programmes including:
- Provision outside the Combined Authority, for its residents unless agreed in advance
  - Non-devolved AEB provision contracted by ESFA, GLA or other MCA areas
  - 16-18 funding such as the study programme including learner support
  - Advanced learner loans and loans bursary fund
  - Traineeships for 16-18-year-olds or 19 - 23-year-olds
  - Apprenticeships
  - Level 3 Free Courses for Jobs
  - Offender Learning; and
  - Education and training services funded by the European Social Fund, Community Renewal Fund, National Lottery, or other Trusts.
- 2.5 **This document forms part of your terms and conditions of funding with the Combined Authority.** You must read them in conjunction with the delivery profile or Schedule 3 agreed within your Grant Funding Agreement or Contract for Services. You must operate within the terms and conditions of this agreement. If you do not, you could be in breach of your funding and delivery agreement with the Combined Authority.
- 2.6 All information, including hyperlinks were correct when we published this document.
- 2.7 The Combined Authority reserves the right to make changes to these rules.

### 3 Principles of Funding

- 3.1 We align our approach for funding residents in the 2023/24 funding year to the current national system operated by the ESFA. Unless specifically stated by the Combined Authority all the current approaches taken by the ESFA in relation to AEB funding will be adopted.
- 3.2 All Learning Organisations will be treated equally and fairly. To aid transparency the value of grant allocations, contracts for services and sub-contracted provision will be published annually and updated in-year.
- 3.3 You must complete the resident's Unique Learner Number (ULN) field accurately to access Combined Authority funding.



- 3.4 You must ensure as part of your initial assessment, that you check the postcode where the resident will be living for the duration of their training is within CPCA postcode area. This should be updated by the resident as part of their initial assessment. You must also check that the learner is aged 19 or older on 31<sup>st</sup> August (before the time of enrolment) within the 2023 to 2024 academic year.
- 3.5 You must hold evidence to underpin any claims you make to assure us that you are using the funding appropriately. The Combined Authority retains the right to ask for sight of your evidence, spend or to require additional performance management information/evidence at any point over the lifetime of the funding agreement and up to a period of 6 years thereafter.
- 3.6 We will review and monitor whether the AEB provision provided represents good value for money. If we consider that funding is significantly more than the cost of providing education and training, we will reduce your funding after consulting with you.
- 3.7 Failure to comply with funding rules could lead to action or intervention. The triggers for action and the type of action we may take is set out in our Performance Management documents and is in accordance with provisions in our Grant Agreements and Contracts for Services.
- 3.8 The Combined Authority's relationship with its Learning Organisation base will primarily be strategic rather than transactional. It will place emphasis on joint, proactive performance management and quality improvement. It will expect high quality provision delivering measurable impact on the progression and outcomes for Combined Authority residents.

## Terminology

- The term 'we' refers to the Combined Authority.
  - The term 'you' or 'Learning Organisations', includes colleges, higher education institutions, training organisations, local authorities, specialist designated institutions and employers and any other organisations who receive funding from the Combined Authority to deliver education and training through the devolved AEB. We will use the generic term 'you' or 'Learning Organisation' unless the requirements only apply to a specific Learning Organisation type.
- 3.9 'Resident/learner' to cover those whose provision is funded by the Combined Authority.
  - 3.10 'Provision' to refer to all learning that we fund, whether it is a regulated qualification or other learning that is not a regulated qualification as detailed in the ESFA Find a Learning Aim Service <https://findalearningaimbeta.fasst.org.uk/> or as agreed with the Combined Authority.
  - 3.11 'Qualifications' will either be from the Regulated Qualifications Framework (RQF) or an Access to Higher Education Diploma recognised and regulated by the Quality Assurance Agency (QAA).

- 3.12 'Learning aims' we mean a single episode of learning which could be a regulated qualification, a component of a regulated qualification or non-regulated learning.
- 3.13 'Programmes' we mean a coherent package of learning which may include regulated qualifications, components of regulated qualifications or nonregulated learning with clearly stated aims supporting agreed outcomes.
- 3.14 We may refer to this document as 'funding rules' or the 'rules'.

## 4 Who the Combined Authority Funds - Eligibility

- 4.1 AEB devolved funding can only be spent on Combined Authority residents aged 19 or older with a Combined Authority postcode. It supports a range of provision including the statutory legal entitlements to fully fund certain eligible adult learners and those looking to gain skills to enter and progress in work.
- 4.2 Those with a statutory entitlement are set out in the Apprenticeships, Skills and Children's Learning Act 2009. If an individual meets the legal entitlement eligibility criteria, you must not charge them any course fees. Eligible learner's exercising their legal entitlement must also be enrolled on qualifications from the 2023 to 2023 list of qualifications in the level 2 and level 3 legal entitlement and/or the 2023 to 2023 list of English and maths legal entitlement.
- 4.3 You must not make compulsory charges relating to the direct costs of delivering a learning aim or learning programme to Combined Authority learners that are fully funded. Direct costs include any essential activities, or materials, without which the learner could not complete and achieve their learning. If a fully funded learner needs a Disclosure and Barring Service (DBS) check to participate in learning, you cannot charge them for this. If the learning is associated with the learner's employment, their employer is responsible for carrying out and paying for this check.
- 4.4 It is the responsibility of the Learning Organisations to make sure an individual is eligible before claiming funding for them. It is your responsibility to check the eligibility of the resident at the start of each adult learning aim, and only claim funding for eligible learners. To be funded by the Combined Authority, learners must meet the following criteria:
- On the first day of learning a learner must be aged 19 or older on 31 August within the 2023 to 2024 funding year and reside in a residence with a Combined Authority postcode. Please use the postcode checker to confirm if the learner is eligible
  - It is the Learning Organisation's responsibility to ensure that the relevant funding is secured from the relevant funding body in 2023/24 for their learners
  - You must check the eligibility of a learner, including where in England they are resident, at the start of each learning aim and only claim funding for Combined Authority's AEB for eligible learners. Please refer to the glossary definition of 'learner residency' and the devolution [postcode checker data set](#).

- The age of the learner on 31 August in the funding year determines whether the learner is funded through the Combined Authorities AEB funding methodology (for individuals aged 19 and over), or the 16 to 19-year-olds funding methodology (for individuals aged 16 to 19 and those aged 19 to 24 with an education health and care plan).
- All individuals aged 19 or over on 31 August who are continuing a programme they began aged 16 to 18 ('19+ continuers') will be funded through the 16 to 19-year-olds funding methodology.
- Where the Combined Authority refers to a learner's age being 19, this relates to the learner being aged 19 on the 31 August within the funding year they start a learning aim. For all other purposes, the age of the learner is at the start of each learning aim
- Learners will be eligible for funding for the whole of the learning aim or learning programme if they are eligible for funding at the start, even if the duration is for over one year (provided you have the ability within your contract). You must reassess the learner's eligibility for funding for any further learning they start
- If an individual starts a learning aim or programme and is not eligible for funding, the Combined Authority will not fund their learning while they remain ineligible.

4.5 You must not fund a learner who is unable to complete a learning aim in the time they have available. Any adult learner aged 19 or over must be able to achieve the learning aim or learning programme within the time they have available, and within the timeframes as set out in your agreement with us.

## Residency eligibility

- 4.6 Individuals will be eligible for Combined Authority funded AEB if they meet the criteria in paragraph 4.4, if the learning is taking place in England and they:
- Are resident in Cambridgeshire and Peterborough (please see [postcode checker data set](#)); and they fulfil the residency requirements set out in one or more of the following categories:
    - UK nationals and other persons with right of abode (Para 4.7)
    - UK nationals in the European Economic Area (EEA) and Switzerland (Para 4.8)
    - EEA and Switzerland nationals in the UK with EU Settlement Scheme (Para 4.9)
    - Other non-UK nationals (Para 4.10)
    - Irish citizens in UK or Ireland - Irish citizens in the UK or Ireland who have been ordinarily resident in the UK and Islands, and/or Ireland for at least the previous three years on the first day of learning.
    - Irish citizens in EEA and Switzerland
      - Irish citizens who:
        - resided in the EEA or Switzerland by 31 December 2020 (or resident in the UK, having moved to the UK from EEA or Switzerland after 31 December 2017), and
        - resided in the EEA, Switzerland, Gibraltar, or the UK for at least the previous three years on the first day of learning and

- remained ordinarily resident in the UK, Gibraltar, the EEA or Switzerland between 31 December 2020 and the start of the course and
- the course starting before January 2028

The EEA includes all the countries and territories listed in annex A.

## Temporary residence in the UK for educational purposes

4.7 People who have been resident in the UK solely for the purposes of receiving full-time education would not be deemed ordinarily resident in the UK and are therefore not eligible for funding unless they meet one of the other eligibility criteria.

### Learners who have applied for an extension or variation of their immigration permission.

4.8 Any person who has applied for an extension or variation of their current immigration permission in the UK is still treated as if they have that leave.

This only applies if the application was made before their current permission expired. Their leave continues until the Home Office decide on their immigration application. Their leave will continue where they have appealed or sought an administrative review of their case within the time allowed to them for doing so.

- Therefore, a person is considered to still have the immigration permission that they held when they made their application for an extension, administrative review or appeal, and their eligibility would be based upon this status.
- The learner's immigration permission in the UK may have a 'no recourse to public funds' condition. Public funds do not include education or education funding. Therefore, this does not affect a learner's eligibility, which must be decided under the normal eligibility conditions.
- Learners will have an eligible residency status if they meet the conditions laid out in one of the following sections:

## UK nationals and other persons with right of abode

4.9. UK nationals or other person with a right of abode<sup>[note1](#)</sup> have an eligible residency status if they have been ordinarily resident in the UK, Republic of Ireland, or the British Overseas Territories, or the Crown Dependencies (Channel Islands and Isle of Man) for at least the previous 3 years on the first day of learning.

4.10 All family members of UK nationals must meet the required residency eligibility criteria in their own right, unless they meet the criteria in the section entitled "UK nationals in the EEA and Switzerland", or the criteria in the section entitled "Family members of an eligible person of Northern Ireland".

The British Overseas Territories are listed in [annex A](#).

## UK nationals in the European Economic Area (EEA) and Switzerland

UK nationals who have resided in the EEA, Switzerland or EU overseas territories have an eligible residency status if they:

- 4.10 resided in the EEA or Switzerland, EU overseas territories or Gibraltar by 31 December 2020 (or resident in the UK, having moved to the UK from the EEA, Switzerland, EU overseas territories or Gibraltar after 31 December 2017), and
- 4.11 Resided in the EEA, Switzerland, EU overseas territories, Gibraltar or the UK for at least the previous 3 years on the first day of learning, and
- 4.12 Remained ordinarily resident in the UK, Gibraltar, the EEA, Switzerland or EU overseas territories between 31 December 2020 and the start of the course and
- 4.13 The course starts before 1 January 2028<sup>[inote 21](#)</sup>

Family members of UK nationals, where both the UK national and the family member have resided in the EEA, Switzerland or EU overseas territories, have an eligible residency status if :

- 4.14 Both the UK national and the family member resided in the EEA, Switzerland or EU Overseas Territories by 31 December 2020 (or resided in the UK, having moved there from the EEA, Switzerland or EU Overseas Territories after 31 December 2017), and
- 4.15 Both the UK national and the family member remained ordinarily resident in the UK, the EEA, Switzerland or EU Overseas Territories between 31 December 2020 and the start of the course
- 4.16 The UK national to whom they are a family member has been ordinarily resident in the UK, EEA, Switzerland or EU Overseas Territories for at least 3 years on the first day of the first academic year of the course
- 4.17 The course starts before January 2028

A “family member” for these purposes is either:

- 4.18 the husband, wife, civil partner of the UK national (principal) or
- 4.19 the child, grandchild, spouse/civil partner’s child or spouse/civil partner’s grandchild of the UK national (principal) who is either under 21, or  
dependant on the principal and/or his/her spouse/civil partner

The EEA includes all the countries and territories listed in [annex A](#).

## EEA and Switzerland nationals in the UK with EU Settlement Scheme

4.20 EEA and Switzerland nationals have an eligible residency status if they have obtained either pre-settled or settled status under EUSS and have lived continuously in the EEA, Switzerland, Gibraltar, or the UK for at least the previous 3 years on the first day of learning.

4.21 The EEA includes all the countries and territories listed in [annex A](#).

4.22 Although the deadline for most people to apply to EUSS was 30 June 2021, there may be individuals who have reasonable grounds for making a late application to EUSS and there may also be some individuals who have made an EUSS application on time but are still waiting on a final decision on their status from the Home Office, including those that have lodged an appeal. Once a valid application has been made to EUSS (evidenced by receipt of a certificate of application), the applicant will have temporary protection, pending the outcome of that application.

## EEA and Switzerland frontier workers

4.25 An EEA or Switzerland frontier worker is someone who is employed or self-employed in the UK who resides in the EEA or Switzerland and returns to that residence in the EEA or Switzerland at least once a week.

4.26 Frontier workers, and their family members, have an eligible residency status if they have been ordinarily resident in the UK, EEA and/or Switzerland for at least the previous 3 years on the first day of learning.

A “family member” of an EEA frontier worker for these purposes is either:

- the husband, wife, civil partner of the EEA frontier worker (“principal”) or
- the child, grandchild, spouse/civil partner’s child or spouse/civil partner’s grandchild of the principal who is either
  - under 21, or
  - dependant on the principal and/or the principal’s spouse/civil partner, or
- dependent parents or grandparents of the principal and/or the principal’s spouse/civil partner

A “family member” of a Swiss frontier worker for these purposes is either:

- the husband, wife, civil partner of the Swiss frontier worker (“principal”) or
- the child or spouse/civil partner’s child of the principal

Unlike other categories, a frontier worker or their eligible family member **does not** have to be resident in the UK on the first day of learning in order to have an eligible residency status.

## Other non-UK nationals

4.27 Non-UK nationals who have been ordinarily resident in the UK and Islands for at least the previous three years on the first day of learning and:

- have permission granted by the UK government to live in the UK and such permission is not for educational purposes only, or
- have obtained pre-settled or settled status under EUSS

## Family members of EU nationals

4.28 A 'family member' is the husband, wife, civil partner, child, grandchild, dependent parent, or grandparent of an EU national (principal). A family member is eligible for funding if:

- where required to do so, they have obtained pre-settled or settled status under EUSS, and
- the EU national (principal) has obtained pre-settled or settled status under EUSS and has been ordinarily resident in the UK, EEA and/or Switzerland for at least the previous 3 years on the first day of learning

Family members of an EEA or Swiss national can apply to EUSS after 30 June 2021 if they are joining them in the UK on or after 1 April 2021. They have 3 months to apply to EUSS from the date they arrive in the UK. They will have temporary protection and therefore be eligible for funding during those 3 months and pending the outcome of any EUSS application made during that period (and of any appeal). More information on [applying to join a family member in the UK](#) can be found on GOV.UK.

A "family member" for these purposes is either:

- the husband, wife, civil partner of the EU national (principal) or
- the child, grandchild, spouse/civil partner's child or spouse/civil partner's grandchild of the EU principal who is either:
  - under 21, or
  - dependant on the principal and/or his/her spouse/civil partner, or
- the dependant parent or grandparent of the principal or of the principal's spouse/civil partner

## Irish citizens in UK or Republic of Ireland

4.29 Irish citizens in the UK or Republic of Ireland have an eligible residency status if they have been ordinarily resident in the UK and Islands, and/or Republic of Ireland for at least the previous 3 years on the first day of learning.

## Irish citizens in EEA and Switzerland

4.30 Irish citizens have an eligible residency status if they:



- resided in the EEA or Switzerland by 31 December 2020 (or resident in the UK, having moved to the UK from EEA or Switzerland after 31 December 2017), and
- resided in the EEA, Switzerland, Gibraltar or the UK for at least the previous 3 years on the first day of learning and
- remained ordinarily resident in the UK, Gibraltar, the EEA or Switzerland between 31 December 2020 and the start of the course and
- the course starts before January 2028

The EEA includes all the countries and territories listed in [annex A](#).

## Other non-UK nationals

4.31 Non-UK nationals have an eligible residency status if they have been ordinarily resident in the UK and Islands for at least the previous 3 years on the first day of learning and:

- have permission granted by the UK government to live in the UK and such permission is not for educational purposes only, or
- have obtained pre-settled or settled status under EUSS

## Family members of an eligible person of Northern Ireland

4.32 Family members of an eligible person of Northern Ireland (principal) are eligible for funding if:

- they have been living in the UK by 31 December 2020 and
- they have obtained pre-settled or settled status under EUSS, and
- the eligible person of Northern Ireland (principal) has been ordinarily resident in the UK by 31 December 2020, for at least the previous 3 years on the first day of learning

A “family member” for these purposes is either:

- the husband, wife, civil partner of person of Northern Ireland (principal) or
- the child, grandchild, spouse/civil partner’s child or spouse/civil partner’s grandchild of principal who is either
  - under 21, or
  - dependant on the principal and/or his/her spouse/civil partner, or
- the dependant parent or grandparent of the principal or of the principal’s spouse/civil partner

## Long residence

4.33 A person who, on the first day of learning, has lived in the UK half their life or a period of 20 years or more, has an eligible residency status.



Learners may be able to prove this status via a confirmed entry date from Immigration Control, verified by the Home Office. Alternatively, they may provide evidence that they have been living in the UK for the period in question. This should ideally be from an official and independent source. Examples could include a signed letter on headed paper from someone in a leadership position at the school they attended, a letter from their GP, wage slips or a P45/P60. Providers funding learners under this category should obtain enough evidence to assure themselves beyond reasonable doubt that the learner was living in the UK for the necessary period.

## Eligibility for Family Members

		Principal ordinarily resident in the EEA for three years		
		EU (including the UK) citizen	Non-EU EEA citizen	Non-EEA citizen
Family member not ordinarily resident in the EEA for three years	EU (including the UK) citizen	Eligible	Eligible	Not eligible
	Non-EU EEA citizen	Eligible	Not eligible	Not eligible
	Non-EEA citizen	Eligible	Not eligible	Not eligible

## Individuals with certain types of immigration status and their family members

4.34 Individuals with any of the statuses listed below, or leave under the listed schemes, has an eligible residency status and is exempt from the 3-year residency requirement rule. In relation to these categories, you must have seen the learner's immigration permission. This would include the biometric residence permit (BRP) and in some cases an accompanying letter from the Home Office.

- discretionary leave to enter or remain
- exceptional leave to enter or remain
- indefinite leave to enter or remain [\[note 4\]](#)
- humanitarian protection
- refugee status
- leave outside the rules
- persons granted leave under one of the Ukraine schemes:
  - individuals with leave to enter or remain in the UK under the Ukraine Family Scheme

- individuals with leave to enter or remain in the UK under the Ukraine Sponsorship Scheme (Homes for Ukraine)
- individuals with leave to enter or remain in the UK under the Ukraine Extension Scheme
- the husband, wife, civil partner or child of anyone in the first 7 bullet points of this list
- section 67 of the Immigration Act 2016 leave<sup>[note 51](#)</sup>
- Calais leave to remain<sup>[note 61](#)</sup>
- persons granted leave under one of the Afghan schemes:
  - individuals with leave to enter or remain in the UK under the Afghan Citizens Resettlement Scheme (ACRS)
  - individuals with leave to enter or remain in the UK under the Afghan Relocations and Assistance Policy (ARAP)
  - British Nationals evacuated from Afghanistan under Operation Pitting
  - British Nationals evacuated from Afghanistan by the UK government before 6 January 2022

## Persons granted stateless leave and their family members

4.35 A person granted stateless leave is a person who has extant leave to remain as a stateless person under the immigration rules (within the meaning given in [section 33\(1\) of the Immigration Act 1971](#)).

A person granted stateless leave is eligible for funding if they have been ordinarily resident in the UK and Islands throughout the period since they were granted such leave.

The spouse or civil partner of a person granted stateless leave is eligible if they were the spouse or civil partner of the person on the leave application date and have been ordinarily resident in the UK and Islands throughout the period since they were given leave to enter or remain in the UK. “Leave application date” means the date on which a person is granted stateless leave made an application to remain in the UK as a stateless person under the immigration rules.

The child of a stateless person, or of the stateless person’s spouse or civil partner, is eligible if they were the child of the stateless person or the child of the stateless person’s spouse or civil partner on the leave application date, were under 18 on the leave application date and have been ordinarily resident in the UK since they were given leave to enter or remain.

“Leave application date” means the date on which a person is granted stateless leave made an application to remain in the UK as a stateless person under the immigration rules (within the meaning given in [section 33\(1\) of the Immigration Act 1971](#))

## Children of Turkish workers

4.36 A child of a Turkish worker is eligible if both the following apply:

- the Turkish worker is ordinarily resident in the UK on or before 31 December 2020 and has Turkish European Community Association Agreement (ECAA) rights or extended ECAA leave and
- the child has been ordinarily resident in the UK, EEA and/or Turkey for at least the previous 3 years on the first day of learning and is resident in the UK on or before 31 December 2020

## Asylum seekers

4.37 Asylum seekers are eligible to receive funding if:

- They have lived in the UK for six months or longer while their claim is being considered by the Home Office, and no decision on their claim has been made, or;
- They are receiving local authority support under [section 23C](#) or [section 23CA of the Children Act 1989](#) or the [Care Act 2014](#).

An individual who has been refused asylum will be eligible if:

- They have appealed against a decision made by the UK government against granting refugee status and no decision has been made within six months of lodging the appeal; or
- They are granted support for themselves under [section 4 of the Immigration and Asylum Act 1999](#); or
- They are receiving local authority support for themselves under [section 23C](#) or section [23CA of the Children Act 1989](#).

## Individuals who are not eligible for funding

4.38 You must not claim funding for individuals who do not meet the eligibility criteria set out above. Examples of individuals who do not meet the eligibility criteria include the following. Please note this list is not exhaustive:

- those who are here without authority or lawful status
- those who are resident in the United Kingdom on a student visa unless they are eligible through meeting any other of the categories described above
- those who are in the United Kingdom on holiday, with or without a visa
- those who are a family member of a person granted a student visa, have been given immigration permission to stay in the UK and have not been ordinarily resident in the UK for the previous three years on the first day of learning
- those whose biometric residence permit or residence permit imposes a study prohibition or restriction on the individual.

## Learners in the armed forces

4.39 We will fund members of the armed forces community, Ministry of Defence (MoD) personnel or civil and crown servants, who reside in Cambridgeshire and Peterborough, where the learning takes place in England. We will class members of the British armed forces on postings outside of the EU, including their family members, as ordinarily resident in the United Kingdom.

- Members of other nations' armed forces stationed in England, and their family members, aged 19 and over, are eligible for funding if the armed forces individual has been ordinarily resident in England for three years and resides in Cambridgeshire and Peterborough. We will not fund family members that remain outside of Cambridgeshire and Peterborough.

## Learners temporarily outside of England

4.40 Individuals' resident in Cambridgeshire and Peterborough who work outside of England as part of their job are eligible for the Combined Authority's funded AEB if some of the learning takes place in England. You cannot claim for the additional expense of delivering learning outside of England.

## Armed Forces Covenant

4.41 We are working with local partners, including Cambridgeshire County Council and Peterborough City Council, to make our area the most welcoming place for Serving Personnel, Reservists, Veterans, and their families including the Bereaved. We want to ensure support is available and services are better connected, especially to support Veterans, Reservists, and their families to upskill and access employment, recognising the unique skills that they bring. The Combined Authority has already signed-up to the Armed Forces Covenant and we would like to introduce further support to this part of the Armed Forces Community including independent living skills and financial literacy training to support transition. Therefore, we are extending our learning offer to all eligible learners covered by the Armed Forces Covenant for all Serving Personnel, Reservists, Veterans, and their families including the Bereaved for fully funded AEB funded courses.

For those who would be fully funded under the Armed Forces Covenant Rules where they would have otherwise not be fully funded, please use the following codes

- DAM 056 to identify the aim as part of the scheme
- DAM 023 to relax validation rules around the aim
- FFI code 1 to mark the aim as fully funded

We expect all Combined Authority funded Learning Organisations to sign-up to the Armed Forces Covenant.

## 5 The Combined Authority will not Fund:

- 5.1 Residents that do not have an eligible Combined Authority postcode. It is the Learning Organisations' responsibility to ensure that the relevant funding is secured from the relevant funding body in 2023/24 for their learners.
- 5.2 You must not claim funding where a learner only sits or resits a learning aim assessment or examination and no extra learning takes place. You must not claim funding for any provision you deliver to a learner whose learning is taking place outside England or (unless with specific written agreement) outside the Combined Authority.
- 5.3 You (or your subcontractors) must not claim funding for any part of any learner's learning aim or programme that duplicates provision they have received from any other source. You must not enrol individuals on learning aims or learning programmes eligible for AEB funding at the same time as any new apprenticeship they start, funded from an employer's digital account or Government-employer co-investment.
- 5.4 The Combined Authority will not fund a learner to repeat the same regulated qualification where they have previously achieved it. An exception is for GCSE English and maths, where if a learner has not achieved GCSE grade C, or level 4, or higher, they may be funded to repeat. Learners who have completed Functional Skills qualifications but require a GCSE pass in English or maths for progression to higher education may also be funded for GCSE.
- 5.5 You must not use your Combined Authority AEB allocation to deliver provision to learners in custody. The Ministry of Justice funds prison education in England. Please note you can use your Combined Authority AEB to fund individuals released on temporary licence.
- 5.6 The Combined Authority will not fund end-point assessment, which is subject to Ofqual external quality assurance and, regulated as a qualification.
- 5.7 You must provide accurate unique learner number (ULN) information to awarding organisations and ensure all information you use to register learners for qualifications is correct. You can find more information about the Learner Records Service on the GOV.UK website.
- 5.8 The Combined Authority will also not fund:
  - Those who are here illegally
  - Those who are resident in the United Kingdom on a Tier 4 (general) student visa unless they are eligible through meeting any other of the categories described above
  - Non-EEA citizens who are in the United Kingdom on holiday, with or without a visa
  - Non-EEA citizens who are a family member of a person granted a Tier 4 visa, have been given immigration permission to stay in the UK and have not been ordinarily resident in the UK for the previous three years on the first day of learning

## 6 What the Combined Authority will Fund

- 6.1 Unless specifically stated by the Combined Authority, the current funding system operated by the ESFA in relation to AEB funding will be adopted.

The Combined Authority's Skills Committee have approved the following changes to AEB funding in 2023/24, in addition to existing flexibilities from previous academic years:

- **Low wage scheme** - the threshold before fees become payable will increase from £21,000 to **£22,500** for Combined Authority residents
- **Youth Offer – Learner Enrichment**. The 10% funding rate uplift for the Legal Entitlement for 19–23-year-olds has been replaced with a flat £250 for Enrichment. This will enable Learning Organisations flexibility to deliver more support which could include tutorials, enrichment and careers advice and guidance
- **Extended Second Level 3 Offer** – full funding for second Level 3 qualifications for unemployed or low-waged citizens looking to upskill or reskill or enter into a growth or foundational sector
- **Level 4 Pilot** - Full or Co-funding for a small number of Level 4 qualifications in priority sectors. Learning Organisations and employers are invited to propose qualification to pilots that meet local skills gaps (subject to DfE approval)
- **Level 5 qualifications** (TESOL and CELTA) full or co-funding for training new ESOL tutors, subject to AEB eligibility requirements
- **Care Leavers Covenant** – continuation of the 16-18 Vulnerable Bursary of up to £1,500 per Care Leaver aged 19-22 enrolled onto an AEB funded course plus enhanced offer with breakfasts, lunches, travel, and independent living
- **Armed Forces Covenant** – fully funded courses and additional support for those covered by the covenant, including independent living skills
- **Youth Offer** - 19-23 Entitlement for enrichment, WEX etc (£250)
- **Licenses to Practice** - (SIA) fully funded for learners that meet CPCA eligibility rules.
- **CPCA specific disadvantage uplift**– In 2023/24 the Combined Authority increased the existing ESFA disadvantage factor by 8% for those postcodes which, according to Multiple Deprivation 2019 and is applied to the Lower Layer Super Output areas defined by the 2011 Census
  - o For 2021/22, within Cambridgeshire and Peterborough 165 Lower Layer Super Output Areas (LSOAs) have some form of disadvantage uplift (34% of all Cambridgeshire and Peterborough LSOAs). Out of these 52 are in Fenland (95% of all Fenland LSOAs), 70 are in Peterborough (63% of all Peterborough postcodes)
  - o An area cost uplift for those areas which have a higher-than-normal cost of delivery - All of the postcodes within the Cambridgeshire and Peterborough Area have an Area Cost Uplift of 1.02.

From the 2021/22 academic year Cambridgeshire and Peterborough increased the disadvantage uplift to those who live in the 30% most relatively deprived areas overall and 40% most relatively deprived areas for Adult Skills by four percentage points above the Education and Skills Funding Agency set values.

This affects all Adult Skills Funded learning aims starting in that academic year and later. It does not include those aims which are part of the Free Courses for Jobs offer where the original Education and Skills funding agency value for the uplift is used.

These flexibilities are **in addition** to existing Combined Authority funding policy changes from 2020/21, which will continue into 2023/24:

- Fully funded ESOL (English for Speakers of Other Languages) /Workplace ESOL.
- Entitlement to fully funded **first** full level 2s for all adults aged 19+ irrespective of income

The Combined Authority will continue to **co-produce** its approach to devolved AEB with Learning Organisations and stakeholders to achieve maximum impact for residents, the local economy, and communities. This includes:

- A focus on learner outcomes, the recording and tracking of the destination of learners and capturing wider outcomes of learning
- Building strategic high-quality relationships built on trust
- Making a single allocation to each grant funded Learning Organisation to support the activity agreed in the delivery profile. Additional detail is in the Funding Rates, Formula and Payment document
- Implementing a risk-based performance management approach for all Learning Organisations
- Enhancing access to learning for residents with learning difficulties and disabilities - Learner Support Funding required above £19,000 per learner should be discussed with the CPCA as soon as you are aware you will be claiming it and it should be claimed on the EAS claim form
- All Learning Organisations must publish their own Learner Support Policy which sets out the criteria for how the funds will be allocated equitably to learners. including the Care Leavers Bursary. You will be expected to retain evidence to support the funding you claim through the ILR or EAS manual return and be able to demonstrate the impact of support measures on learning and outcomes for learners, when requested by the CPCA.

- 6.2 We will constantly review the impact of these changes and determine whether we will continue to apply them into 2023/24. We will also be in consultation with the education and learning sector to analyse the impact of any significant in changes or events.



### 6.3 The table below sets out what CPCA will fund:

Provision	19–23-Year-Old	24+ Unemployed	24+ Other *
English and maths, up to and including level 2 (Must be delivered as part of the legal entitlement)	Fully Funded*	Fully Funded*	Fully Funded*
Essential Digital Skills Qualifications up to and including level 1	Fully Funded*	Fully Funded*	Fully Funded*
Level 2 (excluding English and maths and Digital) (First full level 2 must be delivered as part of the legal entitlement)	Fully Funded*(first and full)	Fully Funded*	Fully Funded*(First and Full) otherwise Co Funded+*
Learning to progress to level 2	Fully Funded^(Up to and including Level 2)	Fully Funded	Co Funded+
Level 3 legal entitlement (learners first full level 3)	Fully Funded*	N/A	N/A
Free Courses for Jobs Level 3 adult offer (learners without a full level 3 or above Learners who already hold a level 3 or higher and meet the definition of unemployed or low wage accessing a qualification on the Level 3 adult offer qualifications list)	Fully Funded  19-23 Comes out of AEB Allocation, not the Free Courses for Jobs Allocation	Fully Funded	Fully Funded (Learner must have not already achieved a first full level 3 or must fall under the CPCA's Low Wage threshold)
CPCA's Extended Level 3 Offer (Learner has already achieved a first full level 3 and is ineligible for a second level 3 under the Free Courses for Job offer)	Fully Funded – Must be eligible under criteria outlined in paragraph 6.43	Fully Funded	Fully Funded – Must be eligible under criteria outlined in paragraph 6.43
Level 3 (a learner has already achieved a full level 3) – Learning which is not part of Free Courses for Jobs or the Combined Authority Extended Level 3 Offer	Loan-Funded**	Loan-Funded	Loan-Funded
Traineeship#	Fully Funded (Including 16- to 24-Year-Olds) ##	N/A	N/A
Level 4 and 5 Pilot Offer (Learner has already achieved a first full level 3)	Subject to Individual Learning Organisation flexibilities		
English for speakers of other languages (ESOL) learning up to and including level 2	Fully Funded	Fully Funded	Fully Funded
Learning aims up to and including level 2, where the learner has	Co-funded+	Fully Funded	Co-Funded+



already achieved a first full level 2, or above	Fully funded – unemployed		
Learning aims up to and including level 2, where the learner has not achieved a first full level 2, or above	N/A	Fully Funded	Fully Funded if First and Full* Co-Funded+
<p>*Must be delivered as one of the English and maths, Digital entitlement and/or first full level 2 or first full level 3 qualifications required as part of the legal entitlements.</p> <p>^Must be delivered as entry or level one provision from local flexibility.</p> <p># Excludes flexible element where funding depends on age and level. Traineeships for 19–23-year-olds will be devolved to MCAs from 2023/24</p> <p>## 16- to 18-year-old learners must be eligible under ESFA funding regulations residency requirements.</p> <p>** Availability of loans at level 3 does not replace the legal entitlement to full funding for learners aged 19 to 23 undertaking their first full level 3.</p> <p>+Low wage flexibility may apply.</p>			

- 6.4 Learning Organisations must check the eligibility of the resident at the start of each learning aim and only claim funding for eligible learners that are resident in the Combined Authority unless agreed by exception with us.
- 6.5 Your initial assessment should ensure that the resident is able to achieve the learning aim or programme of study within the time they have available. If a resident starts a learning aim and is not eligible for funding, we will not fund the learning aim for them at any time in the future, unless it becomes eligible.
- 6.6 Where we refer to a resident’s age being 19 this relates to the resident being aged 19 on the 31 August within the funding year, they start a learning aim.
- 6.7 For all other purposes, the age of the resident is at the start of each learning aim.
- 6.8 The AEB supports four legal entitlements to full funding for eligible adult residents. These are set out in the Apprenticeships, Skills and Children's Learning Act 2009 and the changes outlined in paragraph 6.2 for specifically Cambridgeshire and Peterborough. Eligible residents to be fully funded for the following qualifications:
- English and maths, up to and including level 2, for residents who have not previously attained a GCSE grade A\* - C or grade 4, or higher, for residents aged 19 and over;
  - First full qualification at level 2 for all residents irrespective of income
  - First full qualification at level 3 for residents aged 19 to 23 (Note: Level 3 Free Courses for Jobs, will fund First Level 3 for 24+)
  - Information and technology ('digital') skills up to and including level 1 for individuals aged 19 and over, who have digital skills assessed at below level 1
- 6.9 If a resident meets the legal entitlement eligibility criteria, you must not charge any course fees. Eligible resident’s exercising their legal entitlement, must be enrolled on qualifications from the:

- 2023 to 2023 list of qualifications in the level 2 and level 3 legal entitlement; and/or
- 2023 to 2023 list of English and maths legal entitlement

6.10 To be funded by the Combined Authority, on the first day of learning a resident must be:

- Aged 19 or older on 31 August within the 2023 to 2023 funding year; or
- Aged 25 or over for those with a ceased Education Health and Care Plan

6.11 A resident's eligibility will not change during the learning aim or programme. Residents will be eligible for funding for the whole of the learning aim or programme if they are eligible for funding at the start, even if the duration is for over one year. You must reassess the resident for any additional learning aims or programmes before they commence.

## English and maths for those aged 19 or older

6.12 We will fully fund residents, including residents who are employed, aged 19 or older, who have not previously attained a GCSE grade 9 or grade 4 (previous A\* -C), or higher, in English and maths, as part of their legal entitlement on the day they start the following qualifications. This includes:

- GCSE English language or maths
- Functional Skills English or maths from Entry to level 2
- Other stepping-stone qualifications (including components, where applicable) in English or maths approved by the Department for Education

6.13 If a resident wants to 'retake' their GCSE English and maths qualification because they did not achieve a grade 4 or higher (C or higher), we will not fund the resident to only resit the exam, it would be payable if targeted support is provided to help the resident achieve. Learners who have achieved Functional Skills but require a GCSE qualification in English and/or maths to progress to higher education or study, may be fully funded for this.

6.14 You must not enrol residents on qualifications which are not necessary for progressing towards a GCSE or Functional Skill level 2 or fund an apprentice for English or maths from the AEB.

6.15 We will fully fund non-regulated English and maths learning for residents, including those assessed at pre-entry level, aged 19 years and over with significant learning difficulties or disabilities as part of a personalised learning programme, where assessment has identified the resident cannot undertake provision identified above. You must:

- Carry out a thorough initial assessment to determine a resident's current level using current assessment tools based on the national literacy and numeracy standards and core curriculums
- Carry out an appropriate diagnostic assessment to inform and structure a resident's resident file to use as a basis for a programme of study
- Enrol the resident on a level above that at which they were assessed and be able to provide evidence of this

- Deliver ongoing assessment to support learning
  - Record the evidence of all assessment outcomes in the resident file
- 6.16 The assessments must place a resident's current skills levels within the level descriptors used for the Regulated Qualifications Framework (RQF).

## Digital Entitlement for those aged 19 or older

- 6.17 We will fully fund individuals, including individuals who are employed, aged 19 or older, assessed at below level 1, as part of their legal entitlement on the day they start the following qualification: Essential Digital Skills qualification (EDSQ up to and including level 1)
- 6.18 We will fully fund non-regulated learning for learners, including those assessed at pre-entry level with significant learning difficulties and/or disabilities as part of a personalised learning programme, where assessment has identified the learner cannot undertake provision identified in paragraph 6.16. You must:
- Carry out an initial assessment using current assessment tools based on the national standards for essential digital skills
  - Carry out an appropriate diagnostic assessment to inform and structure a learner's learner file to use as a basis for a programme of study
  - Enrol the learner on a level above that at which they were assessed and be able to provide evidence of this
  - Deliver ongoing assessment to support learning
  - Record the evidence of all assessment outcomes in an evidence pack
- 6.19 The assessments must place a learner's current skills levels within the level descriptors used for the RQF.

## First Full Level 2s for Learners aged 24+

- 6.20 The Combined Authority will fully fund all learners taking their first full level 2 if the qualification is part of the first full level 2 legal entitlement. Therefore, first **full level 2**, irrespective of age or income is fully funded.
- 6.21 In cases where a learner is taking their first full Level 2 qualification but would not be fully funded under the National ESFA rules (for example if that learner is over 24 and is employed) use Devolved Area Monitoring Code 023 and FFI code 1 to claim full funding for this qualification.

## English for Speakers of Other Languages (ESOL)

- 6.22 We will fully fund individuals aged 19 and over on the day they start their ESOL learning aim. To claim full funding for an ESOL where under national ESFA rules it would otherwise have been co-funded please use Devolved Area Monitoring Code 023 and FFI code 1 to claim full funding.

6.23 Learning Organisations offering ESOL qualifications may need to deliver additional learning to individual learners that incurs additional cost above the qualification rate. You can access information on this in the CPCA Adult Education Funding Rates and Formula 2023 to 2023.

6.24 Learning Organisations are advised to package ESOL qualifications into a programme of study, especially for 19–24-year-olds as part of the Youth Offer. The programme of study should include maths or numeracy, Essential Digital Skills, employability, and/or vocational studies, careers, enrichment (such as Life in the UK) and tutorial. We will consult with the sector through ESOL Local Planning Partnerships to determine the best approach to this.

### **Youth Offer - 19-23 Entitlement – Uplift for Enrichment**

6.25 Each learner who is 19-23 years old and is taking an aim under certain entitlements is associated with a single lump sum for wider ‘enrichment’ support, including careers advice and guidance. This will be a one off £250 payment. Only one payment can be claimed per learner per academic year.

6.26 Eligibility The offer will be open to all learners who are 19-23 at the point of enrolment under the following entitlements:

- First Full Level 2
- First Full Level 3 (including Free Courses for Jobs offer)
- The English, Maths and Essential Digital skills legal entitlements

A learner will only be able to claim one enrichment payment per academic year, regardless of the number of these qualifications that they are taking.

6.27 Claiming funding - To claim funding for this offer:

- Use DAM Code 051 to identify the specific aim against which the payment will be claimed
- Ensure the learner is also enrolled on the 19-23 Enrichment Payment learning aim (Z0009792). The start and completion date for this aim should both just be the start date for the entitlement aim that you are claiming the funding against.
- Use FFI code 1 to claim full funding for this learning aim
- Immediately record the enrichment payment as completed with a status of ‘No Achievement’ in the ILR for this aim to generate to appropriate amount of funding in the ILR. Regardless of the ‘No Achievement’ status the aim should still generate the full £250 to be claimed

## Sector Based Work Academy Programmes (SWAP)

- 6.28 The Sector-based Work Academy Programme (SWAP) is designed to help Jobcentre Plus claimants build confidence to improve their job prospects and enhance their CV, whilst helping employers in sectors with current local vacancies to fill them. SWAP can last up to six weeks and has three main components:
- Pre-employment training
  - Work experience placement
  - A guaranteed job interview.
- 6.29 Participants remain on benefits throughout their placement.
- 6.30 Only the pre-employment training element in England can be funded through AEB local flexibility, and normally lasts two-three weeks. Jobcentre Plus fund the other components and will pay any travel and childcare costs whilst claimants are on the work experience placement.
- 6.31 You must record in the evidence pack that you have seen the claimant's SWAP referral notification issued by Jobcentre Plus setting out start date and times for their CPCA AEB funded pre-employment training.
- 6.32 SWAP is no-longer a separate funding line and is claimed within your existing AEB allocation. Funding for SWAP activity may be claimed by recording the following within the ILR:
- Use LDM Code 375 and complete the Benefit Status Indicator (BSI) field to identify that a learner is in receipt of Jobseeker's Allowance (BSI 1), Universal Credit (BSI 4), or Employment and Support Allowance (all categories) (BSI 5).
  - To claim full funding on these enrolments please use the FFI funding code 1.

## Low Wage Scheme

- 6.33 You may fully fund learners who are employed, or self-employed, and would normally be co-funded for provision, up to and including level 2, or as part of the Free Courses for Jobs level 3 offer, the Combined Authority's Second Level 3 Offer or the Level 5 TESOL/CELTA offer. You must be satisfied the learner is both:
- Eligible for co-funding; and,
  - Earns up to £22,500 annual gross salary
- 6.34 You must have seen evidence of the learner's gross annual wages in these circumstances. This could be a wage slip or a Universal Credit statement within three months of the learner's learning start date, or a current employment contract, which states gross monthly/annual wages. Please note this is not an exhaustive list but must support your decision to award full funding to an individual who would normally be eligible for co-funding.

- 6.35 You must use Devolved Area Monitoring (DAM) codes 010 and 023 and FFI code 1 to claim full funding on the learning aim claim full funding for learners who meet the requirements set out in paragraph 6.20.
- 6.36 For those learners who are eligible for funding under the Level 3 Free Courses for Jobs offer because they meet the CPCA's low wage threshold they **must only use LDM code 382 and DAM code 010. Do not use DAM code 023.**

## Free Courses for Jobs

- 6.37 Free courses for jobs (FCFJ) is a targeted level 3 offer to support adults without an existing full level 3 qualification and adults who meet the definition of 'low wage' or 'unemployed'.
- 6.38 The offer includes:
- Level 3 qualifications which will support the development of new skills for adult learners and improve the prospects of eligible adults in the labour market. In particular, adults aged 24+ will now be able to access fully-funded Level 3 provision from the DfE [list of qualifications available through this offer](#)
  - Additional Level 3 qualifications for 19- to 23-year-olds that are not included in the legal entitlements
  - Support funding in line with paragraphs 7.1 to 7.5
  - The ability for eligible learners to take one short qualification (identified by category code 49) without exhausting their eligibility. We expect this flexibility to be used where a learner could benefit from a more substantial qualification once they have completed a short qualification.
  - We will fully fund individuals as part of the offer where they meet the definition of being unemployed or the low wage criteria and enrol on the level 3 FCFJ qualifications approved for funding, including learners who already have a level 3 qualification or higher.
  - We will fund eligible learners to take one 'short' qualification, without exhausting their eligibility, followed by one further qualification in the level 3 FCFJ offer. 'Short' qualifications are identified by category code 49 which can be found in level 3 FCFJ offer – short qualification within find a [learning aim](#).
  - Once a learner has been funded by FCFJ in line with the paragraphs above, 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.
  - Providers must make sure an individual is eligible for FCFJ funding before claiming funding for them. It is your responsibility to check the eligibility of the resident at the start of each adult learning aim, and only claim funding for eligible residents.
  - CPCA will be able to use Free Courses for Jobs (FCFJs) funding more flexibly from 1 April 2023: up to 50% of ringfenced FCFJs funding can be used to fund Level 3 qualifications not included in the national list of qualifications. Funding drawn down by providers to fund these qualifications must be recorded on the ILR, and will enable CPCA to better meet local skills needs at Level 3, whilst ensuring we build upon the success of the national FCFJs offer. Details of which will be released separate to this document

- 6.39 An uplift payable at two different rates:
- £600 per-qualification uplift for qualifications of 360 guided learning hours or above
  - £150 per-qualification uplift for qualifications of 359 guided learning hours or below
- 6.40 More details on the offer can be found here: <https://www.gov.uk/guidance/national-skills-fund>
- 6.41 To claim funding under the scheme please record the following within the ILR:
- Use LDM Code 378 and FFI code 1 to claim full funding for learners who meet the requirements set out above.
  - For learners who are eligible for funding because they meet the CPCA's low wage threshold you must use DAM Code 010 and LDM code 382
  - Record the employment status of learners accessing the offer in the ILR
  - Use category code 49 to identify a short course qualification in [find a learning aim](#)
- 6.42 Please note that the Cambridgeshire and Peterborough specific disadvantage factor amounts will **not be applied** to learning which falls under the Level 3 Free Courses for Jobs offer. Instead, the national ESFA rates will be used.

### CPCA Second Level 3 Offer

- 6.43 For 2023/24 the Combined Authority will fully fund a second full level 3 for the purposes of reskilling/retraining to aid employment into a priority sector
- To be eligible for the offer learners will have to already have a prior attainment of level 3 or above and fall under one of more of the following criteria:
- Employed but earn less than £22,500 per annum and require a second level 3 for in-work progression
  - Are unemployed or economically inactive
  - Require a second Level 3 qualification to reskill into a different occupation within a growth or foundational sector or for a new business start-up
  - Require a second level 3 as a pre-requisite for higher education
  - Eligible for full funding under the Armed Forces Covenant or Care Leavers Covenant
- Qualifications included in the offer include:
- Those which fall under the Level 3 Free Courses for Jobs Offer at the point of enrolment – A full list of which can be found [here](#)
  - Level 3 qualifications which were part of the 18-19 Classroom Based Offer in 2020/21 – A list of which is included in the CPCA's list of Level 3 Qualifications separate to this document
  - Level 3 qualifications which have been specifically requested by Learning Organisations and have been approved to be part of the offer by the Combined Authority. Details of which will be released separate to this document.
  - If a learner is eligible to take the same qualification under the free courses for Jobs Offer they should use this offer rather than the CPCA's Second Level 3 Offer



6.44 To claim full funding under this offer use Devolved Area Monitoring Codes 053 and 023 and FFI code 1 against any applicable enrolments. If a learner is eligible because they are employed and earn less than the CPCA's low wage threshold you must also use DAM code 010.

### **Piloting of Level 4 qualifications**

6.45 For 2023/24 the Combined Authority will be piloting funded Level 4 qualifications for eligible learners

6.46 Employers and Learning Organisations are invited to propose Level 4 qualifications for the pilot. Those qualifications which correspond to skills gaps will be prioritised across the Combined Authority's growth and foundational sectors. Our learner eligibility rules, to determine full or co-funding apply to the Level 4 pilot.

6.47 The qualifications that will be fundable under the Combined Authority's 'Level 4 Pilot Offer' will be released separate to this document

6.48 To claim the appropriate funding under this offer please record the following in the ILR:

- Devolved Area Monitoring Codes 052 and 023 and the appropriate FFI code, 1 for full funding and 2 for co-funding

### **Local flexibility**

6.49 AEB also supports delivery of flexible tailored provision for adults, including qualifications and components of these and/or non-regulated learning, up to level 2 – we call this 'local flexibility'.

6.50 Local flexibility provision either is fully or co-funded, depending on the learner's prior attainment and circumstances.

6.51 Please refer to the 'level of CPCA contribution' tables in paragraph 6.6 and 6.7 to 6.49 for learner eligibility.

6.52 Where appropriate for the learner, you can deliver local flexibility provision alongside a legal entitlement qualification.

6.53 Learners aged 19 to 23 progressing towards their first full level 2 must undertake learning at entry and/or level 1 only from local flexibility.

### **Local flexibility and legal entitlements**

6.54 Learners aged 19 to 23 who progress onto their first full level 2, must only enrol on a qualification approved for funding from the Qualifications website.

6.55 Learners aged 19 to 23 and aged 24 and over, who have already achieved at level 2, or above can undertake learning up to and including level 2 qualifications from the local flexibility offer or qualifications in the level 2 legal entitlement list available on the [Qualifications website](#) or [Find a Learning Aim](#).

6.56 Learners aged 24 and over who have not achieved a level 2 qualification can undertake learning up to and including level 2 qualifications from the local flexibility offer or qualifications in the level 2 legal entitlement list available on the [Qualifications website](#) or [Find a Learning Aim](#).



## Licence to Practise

- 6.57 The Combined Authority is making available funding to support the construction industry, incorporating the CSCS licence requirements as part of a package of learning. This must be linked to a resident's programme of learning in which the absence of a licence would be a barrier to learning and / or employment. The support will need to encompass suitable vocational qualification/s that will support positive outcomes for the resident.
- 6.58 This devolved flexibility will enable residents to obtain the CSCS card and will need to include delivery of a level 1 award in Health and Safety, the online CITB Health, Safety and Environment CSCS test and application fee. The Combined Authority will specify the relevant coding to be able to claim this activity and the rate will be set per learner up to £120.00, providing a relevant level 1 or level 2 construction vocational qualification is delivered, and fully funded or co-funded via AEB. CSCS should only be claimed when a learner has passed the associated qualification/s.
- 6.59 Learning Organisations will be required to ensure if they intend to deliver this element, it must be included in their delivery plan and any agreement with the Combined Authority will be confirmed in writing. The impact of this change will be monitored and kept under review in the context of the priorities set out in the Combined Authority's Employment and Skills Strategy to inform future funding policy
- 6.60 To claim funding under for the card itself:
- Ensure the learner is enrolled on the CPCA CSCS Card Flexibility learning aim (Z0009615)
  - Use DAM Code 023 and FFI code 1 to claim full funding for this learning aim
  - Record an outcome of 'Achieved' alongside a completion date in the ILR when you have recorded a learning aim for these additional aims to generate the appropriate amount of funding.
  - Record Learning Aim Z0010001 for CPCA SIA Licence Z0010001 [CPCA SIA Licence \(submit-learner-data.service.gov.uk\)](#) It is valued at £190 and should be coded in the same way as the CSCS cards.

## ESOL in the Workplace

- 6.61 The Combined Authority aims to test new and innovative ways of delivering ESOL in the workplace that lead to better access to work and career prospects for the individual. This includes improved English skills in life and work, increased ability to carry out workplace responsibilities, and effectively communicate with other colleagues in the workforce, along with enhanced productivity outcomes for employers
- 6.62 For 2023/24 we will be fully funding ESOL in the workplace for eligible learners.
- 6.63 To claim the appropriate funding under this, offer please record the following in the ILR: Devolved Area Monitoring Codes 055 and 023 and FFI code 1 to fully fund the aim.

## HGV and LGV Training

6.64 HGV driver training flexibilities have been developed to support an increase in HGV and LGV driver training for the 2021 to 2023 academic year and will continue for the 2023/24 academic year.

6.65 This offer:

- Includes level 2 qualifications which will prepare learners for HGV and LGV licence acquisition for all vehicles up to category C and E (articulated)
- Includes additional qualifications that are approved for training in this sector throughout the 2023 to 2023 academic year
- Allows all eligible learners, fully funded and co-funded, to claim for the cost of HGV and LGV licences and medical

### *Eligibility*

6.66 The offer will be eligible to all learners aged 19+ who reside in a Cambridgeshire and Peterborough Combined Authority postcode and enrolled on one of the targeted approved for funding level 2 qualifications listed in find a learning aim or as part of an agreed tailored offer with Cambridgeshire and Peterborough Combined Authority.

- For learners, we will fund the first attempt only for:
- The HGV licence as part of a programme of training and
- The medical, at a cost of £61 per learner and/or
- A licence to upgrade from category C to category C+E
- Any additional elements of the programme (for example a job outcome payments) that have been agreed as part of a tailored offer with Cambridgeshire and Peterborough.

### *Claiming Funding of Additional elements*

6.67 Unless specified as part of a tailored offer, Learning Organisations must:

- Use learning aims that are marked with category code 50: HGV, to identify an approved qualification.
- Category code 51: HGV Medical for the additional learning aim to represent the HGV medical and
- Category code 52: HGV Licence, for the additional learning aim(s) to represent parts of the Driver Certificate of Professional Competence (CPC) tests required to attain the licence, when learners undertake these elements
- Record an outcome of “Achieved” in the ILR where you have a recorded learning aims for the HGV licence and medical aim, to generate reimbursement funding for these activities
- Have criteria for how you will administer and distribute your funds
- Retain and provide evidence in the learner file confirming that you have verified the medical test and licence documentation and evidence from your accounts of the payment made to the learner and learner’s receipt of the funds as agreed with the Combined Authority.

## TESOL and CELTA

6.68 For 2023/24 CPCA will continue to fund level 5 Certificate in Teaching English to Speakers of Other Languages and Certificate in Teaching English to Speakers of Other Languages (CELTA).

- 6.69 Unemployed learners and employed learners who fall under the Low Wage Scheme threshold (£22,500) will be fully funded. Learners who qualify under the Armed Forces Covenant are fully funded.
- 6.70 All other learners will be co-funded. During 2023/24, Learning Organisations will be able to use their **professional judgement** regarding eligibility of other categories of learners and propose full funding. This flexibility is intended to test different approaches to attracting new entrants into FE teaching who may otherwise not have the opportunity to train to teach. For example, requiring a certain number of hours for voluntary ESOL teaching in exchange for full funding.
- 6.71 To claim full funding under this offer use Learning Aim Z0009609, Devolved Area Monitoring Codes 023 and the relevant FFI code for full funding or co-funding the enrolment.

## Learning in the workplace

- 6.72 We will fund learning in the workplace where a learner has a legal entitlement to full funding for:
- English and/or maths up to and including level 2, and/or
  - A first full level 2, or
  - A first full level 3 qualification
  - Essential digital skills qualification, up to and including level 1
  - ESOL in the workplace for eligible learners
  - We will fund learning in the workplace for the Level 3 Free Courses for Jobs offer and level 3 flexibility.
- 6.73 We will fully fund ESOL in the workplace for eligible learners
- 6.74 We will not fund any qualification or learning aim delivered at an employee's workplace, and is either relevant to their job or their employer's business, unless:
- it is a legal entitlement qualification, and/or
  - it is included in the level 3 free courses for jobs offer
  - it is a national level concession that responds to a significant negative economic impact for a specific industry, or work placement or work experience, unless it is delivered as part of a traineeship programme, or the Prince's Trust Team programme

## Carbon literacy and sustainability course

- 6.75 A single payment of £25 for learners who take part in and complete a course on carbon literacy and sustainability.

### **Eligibility**

The offer will be open to all learner who are 19+. To be eligible for the payment they need to take part in a pre-approved course on sustainability.

For the learner to be eligible for the payment they will need to have completed and achieved the course.

**Claiming Funding:** To claim funding for this offer:

As well as the relevant course on carbon literacy and sustainability, ensure the learner is also enrolled on the CPCA Sustainability Course Additional Payment (Z0009793). The start and completion date for this aim should both be the completion and achievement date for the carbon literacy and sustainability course.

- Use FFI code 1 to claim full funding for this learning aim
- Immediately record the sustainability payment as completed with a status of 'No Achievement' in the ILR for this aim to generate to appropriate amount of funding in the ILR. Regardless of the 'No Achievement' status the aim should still generate the full £25 to be claimed.

## Evidence

6.76 You must hold evidence to assure us that you are using the Combined Authority AEB funding appropriately.

You must ensure that any learners enrolled onto CPCA funded provision are ordinarily resident in England, or subject to any exceptions set out in the 'Residency Eligibility' section.

In line with General Data Protection Regulations (GDPR) you must record in the evidence pack what appropriate documentation you have seen, rather than take photocopies to prove eligibility.

## Evidence Pack

6.77 The evidence pack must contain evidence to support the Combined Authority AEB funding claimed and must be available to us when we need it. All paper files for the evidence pack should also be available electronically.

6.78 Evidence in the pack must assure us that the learner exists.

6.79 The learner must confirm information they provide is correct when it is collected.

6.80 If the time spent in learning is short, the level of evidence in the evidence pack would reflect this.

6.81 Where you hold information centrally, you only need to refer to the source.

6.82 If applicable, the evidence pack must confirm the following:

- All information reported to the ESFA for CPCA residents in the ILR, and if it applies, the supporting evidence for the data you report for each learner
- Your assessment and evidence of eligibility for funding and a record of what evidence the learner has provided
- All initial, basic skills and diagnostic assessments
- Information on prior learning that affects the learning or the Combined Authority funding of any of the learning aims or programme

- For 'personalised learning programmes', for example, learning not regulated by a qualification, full details of all the aspects of the learning to be carried out, including supporting evidence of the number of planned hours reported
- A description of how you will deliver the learning and skills and how the learner will achieve. This is normally considered to include a timetable / scheme of work which sets out planned hours
- The supporting evidence about why you have claimed funding and the level of funding for a learner, including details of any learner or employer contribution. As the level of funding claimed for CPCA learners is directly associated with the actual GLH undertaken, where possible a record of actual GLH undertaken should be maintained as this is likely to be required during audit
- Support needs identified, including how you will meet these needs and the evidence of that
- That learning is taking or has taken place and records are available. This is normally understood to refer to an attendance sheet, register or similar
- A learner's self-declarations as to what state benefit, they claim
- A learner's self-declarations on their status relating to gaining a job
- All records and evidence of achievement of learning aims or learning programme. This must be available within three months of you reporting it in the ESFA ILR for CPCA residents.

6.83 You must keep evidence that the learner is eligible for funding. Where the learner is unemployed, this must include a record of what you have agreed with them, including the relevance of the learning to their employment prospects and the labour market needs.

6.84 If a third-party delivers any provision to the learner, it must clearly identify who it is (please refer to section further down for detail on subcontracting). This must match the information reported to us in the ESFA ILR for CPCA residents.

## Confirmation and Signatures

6.85 The learner or employer must confirm the information is correct when it is collected.

6.86 You must have evidence of this, which can include electronic formats.

6.87 We accept electronic evidence, including electronic/digital signatures. Where evidence is electronic, you must have wider systems and processes in place to assure you that learners exist and are eligible for funding.

- 6.88 Where an electronic or digital signature is being held, from any party for any reason, you must ensure it is non-refutable, this includes the definitions of both wet and dry signatures. Systems and processes must be in place to assure to us the original signature has not been altered. Where any document needs to be renewed, and a new signature taken, it must be clear from when the new document takes effect, and both must be held.
- 6.89 You must keep effective and reliable evidence. You are responsible for making the evidence you hold easily available to us when we need it.

## Starting, Participating, and Achieving

- 6.90 You can only claim the Combined Authority AEB funding for learning when directly related to learning starts. This would not include enrolment, induction, prior assessment, diagnostic testing, or similar learning, other than within the context of specific learning aims that the Combined Authority has created to support the enhanced initial assessment of priority learners. Where such aims are utilised, it is expected that the level of initial assessment facilitated is offered in addition to the level that the Learning Organisation would normally offer. The new learning aims may not be used to replace normal initial assessment that all Learning Organisations are expected to undertake in relation to all learners.
- 6.91 For your direct delivery, and any third-party delivery, you and where relevant, your third-party(ies) must have direct centre approval and where appropriate, direct qualification approval from the respective awarding organisation for the regulated qualifications you are offering.
- 6.92 Delivery of the qualification (including learner registration with the awarding organisation) for direct delivery and any third-party delivery must be in line with the qualification specification and guidance set out by the relevant awarding organisation.
- 6.93 You must have evidence that the learning took place, and the learner was not certificated for prior knowledge.
- 6.94 Where the learning is certificated, you must follow your awarding organisation's procedure for claiming the relevant certificate(s) and ensure the learner receives them. You must evidence this has happened (and when) in the evidence pack.

## Leaving Learning

- 6.95 You must report the learning actual end date in the ILR for a learner who leaves learning.
- 6.96 This must be recorded within two months of the last day that you can evidence, that the Learner took part in learning.

## Traineeship programme duration

6.97 The work placement, work preparation and flexible elements must be completed between a minimum of 6 weeks and a maximum of 12 months.

### Evidence

The evidence pack for a traineeship must contain evidence of:

- a formal interview and feedback to the learner, where there is a vacancy
- an exit interview, written feedback, and evidence of the time spent on, and activities performed during, work placements, when there is no vacancy
- progression to a defined positive outcome within 6 months
- information on employer incentive payments will be published separately in the [traineeships collection](#) on GOV.UK. This will include any additional requirements for the evidence pack

### Outcomes

6.98 The following are recognised outcomes, if they are achieved and evidenced within 6 months of completing the traineeship:

- an apprenticeship start that meets the minimum qualifying days evidenced by ILR records or a self-declaration by the learner
- a job, including being self-employed, for at least 16 hours a week and for 8 consecutive weeks within 6 months of leaving a traineeship, evidenced by a declaration from the learner or their employer
- progression to another English or maths qualification, which is a level higher than that achieved in the traineeship
- further learning recognised in the 16 to 19 performance tables (for 19 to 24-year-olds, this includes qualifications as part of the legal entitlement), if:
  - it meets minimum [qualifying days for funding](#), or
  - a learner self-declares they are studying a level 2 or level 3 qualification with at least 150 guided learning hours

6.99 Providers will earn the achievement payment for an eligible traineeship that starts on or before 31 July 2023 when the learner has a successful outcome recorded on the [ILR](#). For example, if the learner progresses to an apprenticeship, job or further learning in the 2023 to 2024 academic year.

The achievement payment for the combined work-placement and work- preparation (single) rate is based on reporting a successful outcome on the ILR in the programme aim. You must not claim [job outcome payments](#) for this combined rate.

### Support funding

[Learner](#) and [learning](#) support is available for traineeships continuing learners who started on or before 31 July 2023 and through the integration into general provision from 1 August 2023.



## 7 Support funding - Learner and Learning Support Funding

- 7.1 The AEB's over-arching aim is to support as many eligible adult learners as possible to access learning. Some learners will need additional support to start or stay in learning.
- 7.2 Where you identify that a learner has a learning difficulty or disability, or a financial barrier, your AEB allocation enables you to claim learning support and/or learner support funding to meet the additional needs of learners

### Learning support

- 7.3 Learning support is available to meet the cost of putting in place a reasonable adjustment, as set out in the [Equality Act 2010](#), for learners who have an identified learning difficulty or disability, to achieve their learning goal.
- 7.4 Learning support must not be used to deal with everyday difficulties that are not directly associated with a learner's learning on their programme.
- 7.5 You must
  - Carry out a thorough assessment to identify the support the learner needs;
  - Agree and record the outcome of your assessment in the evidence pack;
  - Record all outcomes on the evidence pack and keep all evidence of the assessment of the needs, planned and actual delivery; and report in the ILR using the Combined Authority Source of Funding Code **115** that a learner has a learning support need associated with an identified learning aim, by entering code LSF1 in the 'Learning Delivery Funding and Monitoring' field and entering the corresponding dates in the 'Date applies from' and 'Date applies to' fields.
  - All learning support claims must be reported in the ILR. To claim any costs that exceed the fixed monthly rate you must also use the [Earning Adjustment Statement \(EAS\)](#).
  - You must keep evidence of these additional costs in the evidence pack. You must only record the excess amount on the EAS, not the whole learning support cost.
  - There is one exception when you may claim the entire cost through the EAS. This is where the learning aim is delivered in less than one calendar month.
  - You can claim learning support if learning continues past the planned end date and the learner needs continued support to complete their programme.

### Exceptional learning support claims above £19,000

- 7.6 If a learner needs significant levels of support to start or continue learning and has support costs of more than £19,000 in a funding year, you can claim exceptional learning support (ELS).
- 7.7 Learners aged 19 to 24 who require significant levels of support should have an Education Health Care (EHC) plan provided by their local authority and, therefore, would access funding from their local authority.
- 7.8 You must submit ELS claims at the beginning of the learner's programme, or when you identify the learner requires support costs of more than £19,000 in a funding year, by completing and sending the ELS claims document.



- 7.9 To claim exceptional learning support for a learner aged 19 to 24 you must confirm why the individual **does not have** an EHC plan. This should be a letter or email from the learner's local authority stating the reason(s) why the individual does not need an EHC plan.
- 7.10 When you claim exceptional learning support you must explain why you have claimed the amount you have, which would be linked to the learner's assessment and planned learning support claim. You must only claim amounts for your costs of providing the support to the learner and not include any indirect costs or overheads.

## Learner support

- 7.11 Learner support is available to provide financial support for individuals with a specific financial hardship preventing them from taking part / continuing in learning. Before you award support to a learner, you must identify their needs within the following 'categories':
- Hardship funding – general financial support for vulnerable and financially disadvantaged learners.
  - 20+ childcare funding – for learners aged 20 or older on the first day of learning who are at risk of not starting or continuing learning because of childcare costs;
  - Residential access funding – to support Combined Authority AEB-funded learners (set out in paragraph 4.4) where they need to live away from home to access provision; and
  - ICT devices and connectivity - to support disadvantaged learners suffering financial hardship who cannot undertake online delivery
- 7.12 You must not claim more than 5% of your total Learner Support final claim as administration expenditure. You must document your process for managing your administration costs over the current funding year and record, report and retain evidence on spending for each of the categories. If you do not have a Learner Support allocation, you must follow these rules and claim learner support using the earnings adjustment statement (EAS).
- 7.13 You must:
- Publish a Learner Support Policy and criteria for how you will administer and distribute your funds; these must reflect the principles of equity and diversity and be available to learners and to us on request
  - Assess and record the learner's needs, demonstrating the need for support – you must record this information and retain in the evidence pack
  - Report the appropriate Learner Support Reason codes in the 'Learner Funding and Monitoring' fields in the ILR. This does not apply to non-formula community learning
  - Complete a first quarter funding claim, second quarter funding claim, third quarter funding claim, fourth quarter funding claim and a final claim
  - Consider the availability of other support for learners, for example from Jobcentre Plus
  - Make it clear to learners it is their responsibility to tell the Department for Work and Pensions about any learner support they are receiving from you, as learner support payments may affect their eligibility to state benefits.
  - Use either AEB or loans bursary to support specific provision funded by either AEB or ALL where a learner is on two courses at the same time.
- 7.14 You must not use learner support funds for any of the following:

- Essential equipment or facilities if the learner is eligible to receive full funding except for the items covered in the Hardship section in paragraph 7.15
- A learner in custody or released on temporary licence
- A learner carrying out a higher education course or learning aims fully funded from other sources
- To pay attendance allowances or achievement and attendance bonuses.

## Hardship

7.15 You can use hardship funds for the following:

- Course-related costs, including course trips, books, and equipment (where costs are not included in the funding rate)
- Support with domestic emergencies and emergency accommodation provided by others, or by providing items or services or cash direct to the learner, this can be in the form of a grant or repayable loan provided by you
- Transport costs (but not make a block contribution to post-16 transport partnerships or routinely fund transport costs covered in the local authority's legal duty for learners of sixth-form age)
- Examination fees
- Accreditation fees, professional membership fees and any fees or charges due to external bodies
- Your registration fees
- To support learners on a traineeship including the work placement element

7.16 In exceptional circumstances, you can use hardship funds with course fees for learners who need financial support to start or stay in learning.

7.17 If an asylum seeker is eligible for provision, you may provide learner support in the form of course-related books, equipment, cash payments or a travel pass.

## 20+ childcare

7.18 You can only use childcare funding to pay for childcare with a childminder, Learning Organisation or childminder agency, registered with Ofsted.

7.19 You must not use childcare funding to:

- Fund informal childcare, such as that provided by a relative
- Set up childcare places or to make a financial contribution to the costs of a crèche
- Fund childcare for learners aged under 20 on the first day of learning; instead you must direct them to the ESFA's '[Care to Learn](#)' programme.

7.20 You must not use childcare for those aged 20 years or older to top up childcare payments for those receiving '[Care to Learn](#)' payments.

## Residential access funding

7.21 You can use residential access funding to support Combined Authority-funded AEB learners who meet eligibility criteria, where they need to live away from home, for example to access specialist provision which involves a residential element, or to support learners who cannot access provision locally. You must:

- Set out the criteria and procedures for considering and agreeing applications for support from your residential access funds

- Only pay for travel costs for learners who are awarded residential access funding in exceptional circumstances.
- Only claim residential access funding for the period the learner is resident, this could be in accommodation you own or manage or other accommodation which you have agreed to fund in line with your criteria
- Ensure costs claimed represent value for money for the local area
- Where you have your own residential facilities, you must publish your rates

## ICT devices and connectivity

- 7.22 You can support disadvantaged learners who are undertaking classroom or blended learning to continue to participate via online learning where the learner does not have:
- internet access at home, and/or
  - you a suitable device, for example a laptop or tablet, to complete the necessary online course work
- 7.23 You must secure value for money when purchasing IT devices and/or internet access including:
- deploying any unused devices before you purchase new ones
  - exploring options to access low cost second hand or recycled devices
  - avoiding entering long term contract arrangements
  - holding a record of actual costs for any IT devices and/or internet access bought for this purpose and make this available to us, if asked
- 7.24 IT devices you purchase must only be loaned out to learners and returned at the end of their learning aim to allow them to be re-used by other learners. Learners must sign a declaration, confirming:
- they will return the device when their online learning aim(s) is complete, or if they leave before completing their learning
  - they will return the device in the same condition in which they received it
- 7.25 You must maintain an up-to-date record of the loan and return of devices to learners.
- 7.26 You must record the following evidence in the learner's evidence pack:
- the outcome of the assessment undertaken to identify the learner's individual needs
  - the learner declaration referred to above

## Job outcome payments

- 7.27 For fully funded learners who are unemployed, we will pay 50% of the achievement payment if they start a job before achieving the learning aim. If the learner then achieves the learning aim, we will pay the remaining achievement payment. The following conditions apply:
- the learner must provide you with evidence through a declaration, that they have a job for at least 16 hours or more a week for four consecutive weeks
  - Where the learner was claiming benefits relating to unemployment, they must also declare that they have stopped claiming these.

## Local Offer for Care Leavers aged 19-22

As part of our commitment under the Care Leaver's Covenant, the Combined Authority will continue to fund the Care Leavers Bursary for young people aged 19-22 under the care of our constituent councils. For the 2023/24 academic year, Combined Authority funded AEB Learning Organisations inclusive, will be able to utilise funding from their AEB Learner Support Fund allocation to provide a bursary to Care Leavers enrolled under the Youth Offer for up to £1,500. Its purpose is to enable Care Leavers to overcome any financial barriers to learning. Learning Organisations must ensure they have a clear and accessible policy or statement setting out how they will use their bursary fund, the eligibility criteria they use and any terms and conditions they set. Learning Organisations may utilise the Care Leaver's Bursary to incentivise participation, attendance, attainment, and progression to higher levels of learning or employment.

### 7.28 Eligibility for the Bursary will be:

An official letter from a named social worker at Cambridgeshire County Council or Peterborough City Council confirming the learner is a Care Leaver. If the learner is not resident within the Combined Authority but in the care of our constituent councils, they will only receive the bursary if they are enrolled onto a Youth Offer programme at a Combined Authority contracted AEB Learning Organisation.

## Age

7.29 A learner must be aged 19 or over but under 22 at 31 August 2023 to be eligible for help from the Care Leavers Bursary in the 2023 to 2023 academic year.

7.30 Learners aged 22 or over are only eligible to receive the Care Leavers Bursary if they are continuing a Youth Offer programme funded by AEB at a Combined Authority contracted Learning Organisation and they began aged 19 to 22 (22+ continuers).

7.31 These two groups of learners aged 19+ can receive the Care Leavers Bursary only while they continue to attend education or training at a Combined Authority contracted AEB Learning Organisation (in the case of a 22+ continuer, this must be the same programme they started before they turned 22), if their eligibility continues, and their institution considers they need the support to continue their participation.

## Purpose of the Bursary

7.32 Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. The defined groups reflect that these students are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate. Students should be awarded the amount of support they need to participate based on an assessment of the types of costs they have and not automatically awarded £1,500. Institutions must ensure students are eligible for the bursary for defined vulnerable groups in each year they require support.

7.33 Learners who are not funded or eligible for AEB are not eligible for the Care Leavers Bursary.

## Postcode

7.34 To be eligible for the Care Leavers Bursary 19-22, learners must either be in the care of our constituent councils or a resident within a Combined Authority postcode. For example, Care Leavers under the care of non-constituent councils are eligible for the bursary, if they are a CPCA resident. In this case, a letter from the social worker confirming the learner's status as a Care Leaver and address within the CPCA will be necessary to confirm eligibility.

7.35 Bursary funds must not be awarded to learners enrolled at another institution, where that institution also receives public funding for the learner.

7.36 Learners aged 19 - 22 enrolled on higher education qualifications are not eligible for support under this scheme.

## Eligible education provision

7.37 To qualify for the Care Leavers Bursary, eligible learners must be participating in provision that is subject to inspection by a public body that assures quality (for example Ofsted). The provision must be funded by AEB. Therefore, Apprentices and employer-funded schemes are ineligible for the Bursary.

7.38 Care Leavers who meet the criteria, and who have a financial need, can apply for the Bursary. Care Leavers are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate and progress.

7.39 Care Leavers should be awarded the amount of support they need to participate based on an assessment of the types of costs they have and not automatically awarded £1,500. Institutions must ensure learners are eligible for the bursary in each year they require support.

7.40 We do encourage institutions to provide support from the bursary fund by making payments in kind where possible, for example breakfasts, lunches, equipment etc. While Learning Organisations do have flexibility to provide vouchers or small petty cash payments, based on the young person's individual circumstances, Learning Organisations must not make bursary fund payments as regular payments for living costs. This is out of scope of the bursary fund and any such payments would be subject to the Social Security Amendment (Students and Income-related Benefits) Regulations 2000.

## Evidence of eligibility

7.41 Learning Organisations must obtain proof that learners meet the criteria for the bursary and that they fully meet the definition of a Care Leaver. Institutions should ask for evidence from each student and retain copies for audit purposes.

## Pro-rata bursaries

- 7.42 Learners who have a financial need who meet the criteria for a bursary may be eligible for a bursary of up to £1,500 (with the actual amount dependant on the specific financial needs they have) if they are on a study programme which lasts for 30 weeks or more in the academic year. Students who meet the criteria and who are on study programmes lasting for less than 30 weeks should be given a bursary on a pro-rata basis (with the actual amount dependant on the specific financial needs they have).
- 7.43 Learning Organisations should also consider the number of hours involved in a learner's programme when deciding if a pro-rata payment is more appropriate. A learner studying for around 16 hours a week is likely to have greater costs than a student studying for 4 hours a week, for example.
- 7.44 Learning Organisations should be clear in their bursary fund application form that there is a possibility of no award or a limited award. This ensures all parties understand that meeting the criteria for a bursary for Care Leavers does not automatically mean funding will be given. Learning Organisations should ensure their forms avoid any terminology such as 'guaranteed bursary' or wording such as 'you will automatically get a bursary of £1,500 if you are a Care Leaver.'

## Claiming funding

- 7.45 All Combined Authority funded Learning Organisations may use their Learner Support Fund allocation to award the Care Leaver Bursary. Funding will be claimed via the Earnings Adjustment Statements and the manual funding claims at the end of the following ILR return points: R04, R06, R09, R12 and R14.
- 7.46 Learning Organisations may vire funds into the Care Leaver Bursary from their main AEB allocation, as necessary. In future years, a notional allocation will be made to support planning, based on past take-up.
- 7.47 As a matter of principle, no eligible Care Leaver should be denied a Bursary in the 2023/24 academic year, due to insufficient allocation of Learner Support Funds. In the event a Combined Authority contracted Learning Organisation has insufficient allocation to pay the Care Leaver Bursary, a request for additional funding may be made in-year.

## AEB Evaluation

- 7.48 The impact of this policy will be evaluated, and all participating Learning Organisations must contribute to the evaluation. This will also enable Learning Organisations to propose improvements to maximise impact.

## Case Studies

- 7.49 Subject to learner consent, we will request case studies to demonstrate the impact of the Care Leaver Bursary.



## Care Leavers extended offer

### Independent Living, Health Eating and Financial Literacy courses for Care Leavers

7.50 As part of the wider support for Care Leavers transitioning into adulthood, Learning Organisations may design and provide courses and training on a range of independent living matters within their existing AEB allocation for Care Leavers aged 19-22. This also includes financial literacy, budgeting, healthy eating, active travel (Cycling Proficiency) and relationships. Funding for financial literacy is available through Multiply.

### Travel offers for Care Leavers

7.51 The Combined Authority is working with the Leaving Care Service at Cambridgeshire County Council to develop this offer for 2023/24. Learning Organisations who wish to test this in 2023/24 are requested to liaise with the Leaving Care Service. The offer includes bus and rail travel and access to a free bicycle for those who have successfully completed Cycling Proficiency, which is provided by the County Council.

### Healthy breakfasts and lunches for Care Leavers during term time

7.52 We know that students do better in their studies when they have access to proper, regular, nutritional meals. We expect Learning Organisations to support students to make healthy food choices by raising awareness of relevant information and guidance. Learning Organisations may claim for the cost of providing healthy breakfasts and lunches for Care Leavers from their AEB Learner Support Funds during term time only. This support is additional to the Care Leavers Bursary. Up to £2.50 per student per meal may be claimed and may be provided on-site or externally through a nearby food outlet. Learning Organisations are responsible for maintain accurate and up to date records that evidence which students receive free meals funding; confirm student eligibility for funding, and demonstrate appropriate use of funds, including the rationale for any enhancement to the £2.50 free meals rate.

Funding for meals for Care Leavers is claimed using the manual EAS submitted quarterly. Institutions are responsible for deciding what evidence they accept for free meals and how recent it is. However, they must ensure they can evidence that only students who meet the eligibility criteria for free meals in each academic year receive them. Learning Organisations should provide a meal free of charge to eligible students or fund the free meal via an electronic credit or voucher that can be redeemed on-site or off-site where there are arrangements with nearby food outlets. Learning Organisations have discretion to make cash payments for meals in exceptional circumstances, they must ensure evidence of expenditure is retained for audit.

Institutions should note that, following an audit, we might recover funding where free meals payments are found to have been made to ineligible students.



## 8 Community Learning – Combined Authority approach for 2023/24

This section only applies to Learning Organisations with a non-formula community learning allocation. The purpose of Community Learning is to develop the skills, confidence, motivation, and resilience of adults of different ages and backgrounds to:

- Progress towards formal learning or employment and/or
- Improve their health and well-being, including mental health and/or
- Develop stronger communities

The community learning objectives, set out in annex B, ask you to widen participation and transform people's destinies by supporting progression relevant to personal circumstances. We would expect you to encourage and support all learners to progress onto new or more stretching provision to help them into more formal learning or employment. We would not expect to see multiple enrolments on similar level courses, or a repeat of similar learning aims where this does not benefit the learner's development.

Community learning courses are delivered and reported on the ILR under the following 7 delivery strands which link to the Community Learning objectives at annex C (please see the 2023 to 2024 ILR specification for further details):

- Engaging and/or building confidence
- Preparation for further learning
- Preparation for employment
- Improving essential skills (English, including English for Speakers of Other Languages, maths and digital provision)
- Equipping parents/carers to support children's learning
- Health and well-being
- Developing stronger communities

Please note non-formula Community Learning funding follows funding model 10.

### Non-formula community learning funding

8.1 Where applicable, your AEB allocation will include an amount of non-formula community learning funding. We stated this value in Appendix of your contract. You must deliver non-formula funded community learning provision in line with the existing community learning objectives set out in Annex B: Community learning objectives, up to this maximum amount.

- 8.2 Non-formula community learning funding will be reconciled against the community learning allocation line at the end of the funding year. You must repay funding that has not been used for Community Learning or where its use cannot be evidenced. You must 'attribute costs' for eligible learners, up to the value of your non-formula community learning allocation. This should include the cost of delivering learning and any support costs, in line with learner and learning support paragraphs 7.1 to 7.26. You must record these costs in the learner's evidence pack and maintain evidence that support the costs for audit purposes. We will monitor Community Learning provision through the ILR and claim submissions and may require you to provide information on your delivery where it does not represent value for money.
- 8.3 If we fund you through a grant funding agreement you have the flexibility to use all, or some, of your non-formula community learning funding in line with the AEB formula-funded methodology (funding model 35), to meet local demand.
- 8.4 You can use this amount of non-formula community learning funding (as set out in your Allocation Statement) to deliver non-regulated provision that may be similar to community learning, and/or regulated qualifications to meet local demand. If you do, you must:
- Follow the Combined Authority funded AEB formula-funded methodology and submit ILR data under funding model 35
  - Enrol learners following Combined Authority funded AEB eligibility requirements set out on pages 8 to 14 and paragraphs 4.1 to 4.25, you must not use your non-formula community learning local fee remission policy

If we fund your organisation through a contract for services, you do not have this flexibility, and we will reclaim unspent non-formula community learning funding at year-end. You can support learners aged under 19 if they meet both of the following, they are:

- a parent, carer or guardian attending provision delivered through family
  - learning funded through non-formula community learning using funding model 10 in the funding model field (refer to ILR guidance for more information)
- 8.5 You must not use non-formula community learning funding for learning that is eligible for funding through an advanced learner loan.

## **Pound Plus and local fee remission policy**

- 8.6 Pound Plus - the 'Pound' represents the public pound, the 'Plus' is everything else that you can generate in addition to your non-formula community learning funding allocation, such as fee income, funding from other sources, resources in kind and other sources of revenue/sponsorship/volunteering.
- 8.7 You must have in place a 'Pound Plus' policy. You must invest Pound Plus fee income/savings for the people who most need, and can least afford, community learning provision.

- 8.8 Local fee remission policy - you must have in place and operate a fair and transparent community learning local fee remission policy that requires individuals to pay a course/tuition/joining fee, but also sets out clear eligibility criteria for those individuals who, due to their circumstances, qualify for either partial or total fee remission.
- 8.9 Your Pound Plus and Local Fee remission policies must be available on your website and/or in the venues you deliver community learning to eligible learners.

## Partnership working

- 8.10 Partnership working underpins the community learning objectives and is critical to developing and delivering an effective community learning offer in a given locality.
- 8.11 You must engage and work closely with a wide range of relevant partners and stakeholders in your local area to help shape your community learning offer to engage specific groups. These could include specialist partners, such as health, Jobcentre Plus and schools, and voluntary and community sector (VCS) organisations.
- 8.12 We expect you to work with other Learning Organisations in your local area, who may be in receipt of non-formula community funding. We expect you to develop a strategic, efficient community learning offer to reduce duplication of courses in a locality, and signpost learners to other partners as and when appropriate.
- 8.13 The Combined Authority recognises that widening participation in education and training can transform people's lives. It improves confidence and the acquisition of skills can prepare residents for a range of career options e.g., employment or self-employment. Education and training delivered locally can help develop stronger communities, with more self-sufficient, connected, and pro-active residents.
- 8.14 Evidence shows that wider family learning or Family, English, maths, or language programme do better equip parents and carers to support and encourage their children's learning and that it provides wider benefit in terms of health and/or social well-being.
- 8.15 We also know that increased online learning and self-organised learning leads to the lives of our most troubled families being turned around. So we will be supporting learning in ways that contribute directly to these objectives. Using effective local partnerships to bring together key Learning Organisations and relevant local agencies and services around a personalised local learning offer.
- 8.16 The funding available for this type of provision, the types of activities it can support; and how it will be earned, and performance managed in 2023/24 will be agreed as part of your Grant Agreement. You will have the flexibility to use both regulated and non-regulated provision and to claim in accordance with the current CPCA funding rules.
- 8.17 You must not use non-formula community learning funding for learning that is eligible to be funded through an advanced learner loan.

8.18 You must ensure that there is no duplication of funding with the Multiply programme.

## 9 Work and Health Programme

9.1 You must not fund any resident who is funded by the Work and Health Programme.

## 10 Prince's Trust Team Programme

10.1 The Combined Authority will continue to fund Learning Organisations who choose to deliver the Prince's Trust Team Programme, for residents aged 19-25, who have approval from the Prince's Trust and intend to run and manage it in partnership with the Prince's Trust. This is claimed through the EAS. Additional information is available in the Combined Authority's funding formula and rates document.

## 11 Fees and Charging

11.1 You must not make compulsory charges relating to the direct costs of delivering a learning aim to residents we fully fund. This includes those residents with a statutory entitlement to be fully funded for their learning. Direct costs include any essential activities or materials without which the resident could not complete and achieve their learning.

11.2 If a fully funded resident needs a Disclosure and Barring Service check to participate in learning, you cannot charge them for this. If the learning is associated with the resident's employment, their employer is responsible for carrying out and paying for this check

## 12 Qualifying Days for Funding

12.1 The Combined Authority resident must be in learning for a minimum number of days between their learning start date and learning planned end date before they qualify for funding, including learning support.

12.2 The table below sets out the relevant information

<b>Planned length of the learning aim</b>	<b>Minimum qualifying days</b>
168 Days	42 Days
14 -167 days	14 Days
Fewer than 14 days	1 Day

12.3 Where a qualification is being delivered in less than 75% of the planned guided learning hours (GLH) as recommended by Ofqual, you must use the 'other funding adjustment' field to discount the level of funding claimed to align with the % of recommended GLH actually delivered (unless formally agreed in writing with the Combined Authority and in advance of the learning taking place).

## Recognition of Prior Learning

A Combined Authority resident could have prior learning or attainment that has been previously accredited by an awarding organisation or could be formally recognised and count towards achievement of a qualification. If this is the case, you must:

- Reduce the funding amount claimed for the learning aim by the percentage of learning and assessment the resident does not need
- Follow the policies and procedures set by the awarding organisation regarding recognition of prior learning, including any restrictions concerning where RPL or prior attainment may not be applied
- Ensure you have a robust internal RPL policy and appropriate resources to deliver RPL

12.4 We do not set limits on the length of time of either prior learning or previously certificated learning. However, where the resident's learning and/or achievement occurs outside of three years, you must as part of the initial assessment determine whether the learning is still valid and relevant.

- You must not use prior learning to reduce funding for English and Maths qualifications up to and including level 2 and essential digital skills qualifications up to and including level 1

12.5 If a resident enrolls on an advanced subsidiary (AS) Level qualification followed by an A Level, you must reduce the funding claimed for the A Level and record this in the 'Funding adjustment for prior learning' field in the ILR.

12.6 Several of the Combined Authorities Funding Flexibilities over-ride the prior attainment rules depending on the learner's individual circumstance. You should check the criteria for the specific funding flexibility to ascertain eligibility. For example, individuals may access a second level 3 if they are unemployed or economically inactive and require a different level 3 qualification to access employment in a specific sector.

## 13 Breaks in Learning

13.1 You and the learner can agree to suspend learning while the learner takes a break from learning. This allows the learner to continue at a later date with the same eligibility that applied when they first started their learning.

13.2 Breaks in learning must not be used to 'suspend' learning where contact is lost or the attendance or progress within the programme of the learner is poor.

13.3 We will not fund a learner during a break in learning.

13.4 You must record the date a learner takes a break in learning and the date they restart their learning in the ILR. Further guidance on recording breaks can be found on the [ILR Learning Organisation support manual](#).

- 13.5 You must have evidence that the learner agrees to return and continue with the same learning aim; otherwise, you must report the learner as withdrawn. When the learner returns to learning, you must re-plan and extend the remaining delivery as required.
- 13.6 You must not use a break in learning for short-term absences, such as holidays or short-term illness.
- 13.7 By exception only, if a learner does not complete their learning in 2021/22 you will be expected to continue to support their learning until successful completion (or a withdrawal) as part of your 2023/24 allocation.

## 14 Subcontracting

- 14.1 In 2023/24 academic year, the Combined Authority will be implementing the ESFA Sub-Contracting Standard available [here](#).
- 14.2 The Combined Authority will (as part of agreeing your Grant Agreement or Contract for Services) have agreed with you what sub-contracting can take place.
- 14.3 You cannot subcontract more than **25%** of your contract value in line with ESFA funding rules. Exceptional Cases for exceeding 25% will be considered for Local Authority Learning Organisations only but capped at **35%** and will require a business case as part of the approval process. (The Business Case is for Local Authority only). Different arrangements for Third Sector consortia have been developed. You must have the Combined Authority's agreement (in writing) before proceeding with sub-contracting. All sub-contractors must be disclosed on the Sub-contractor Declaration Form. For transparency, a list of sub-contractors and their funding values will be published on the Combined Authority website.
- 14.4 You cannot charge more than **15%** (of total delivery value) as a management fee for any subcontracted delivery. The Combined Authority's policy focus is to direct the maximum amount of funding for learning delivery rather than management fees. The lead Learning Organisation must ensure Safeguarding and PREVENT duty is implemented by all sub-contractors.
- 14.5 For Local Authority Learning Organisations only, when calculating the 35% of provision that is sub-contracted, internally delivered provision through a Service Level Agreement with another council department is excluded. This is because both are departments within the same legal entity. However, Local Authorities are expected to ensure rigorous quality assurance and performance monitoring arrangements are in place under the SLA as under a sub-contract with a third-party.

## 15 Match Funding Requirements Relevant to the Adult Education Budget

- 15.1 Learning Organisations may not utilise the AEB as match funding for any source of funding without prior written agreement from the Combined Authority.

## 16 Data Submissions

- 16.1 As a Learning Organisation you must ensure you have the capacity and capability for accurate data and evidence collection, management, and reporting, and must be able to comply with both the Combined Authority and the ESFA submission of data including but not limited to the Individualised Learner Record (ILR) or Earnings Adjustment Statement (EAS) and any associated evidence before you enter into contract and start delivery, with prompt changes to learner data e.g., withdrawals from learning being actioned in the ILR.
- 16.2 In addition, we will expect Learning Organisations to regularly review their software systems and processes to check for data accuracy. For 2023/24 you will continue to be able to access the ESFA systems, these are funding information system (FIS), Submit Learner Data Individual Learner Record Reports, Find a Learning Aim, and the Learning Organisation data self-assessment toolkit (PDSAT). These arrangements may change from the 2023/24 but we will consult with Learning Organisations before making any changes.
- 16.3 Learning Organisations must ensure that all documentation relating to the enrolment of Combined Authority residents, and the record of learning activity is completed accurately. ILR data submitted for Combined Authority residents will continue to be sent to the ESFA through "Submit Learner Data. ILR files will be validated at the point of transmission against both definitions and validation rules. If any data fails the validation checks, then the learner record and all associated records for that learner will be rejected. Rejected records are not loaded into the national ILR database and so do not generate funding; these records are reported on the rule violation report. This will ensure that the data received by the Combined Authority is accurate and complete as this will be the basis upon which you will get paid.
- 16.4 As part of our assurance work, we will be monitoring the data you submit to the ESFA from the individualised learner record (ILR) and the earnings adjustment statement (EAS). We will carry out regular desktop reviews of how the national funding system and our funding rules are operating allowing us to identify errors in the devolved AEB funding claimed for Combined Authority residents by Learning Organisations, which might require further investigation. Details of Combined Authority funding rates and rules is available on our website.

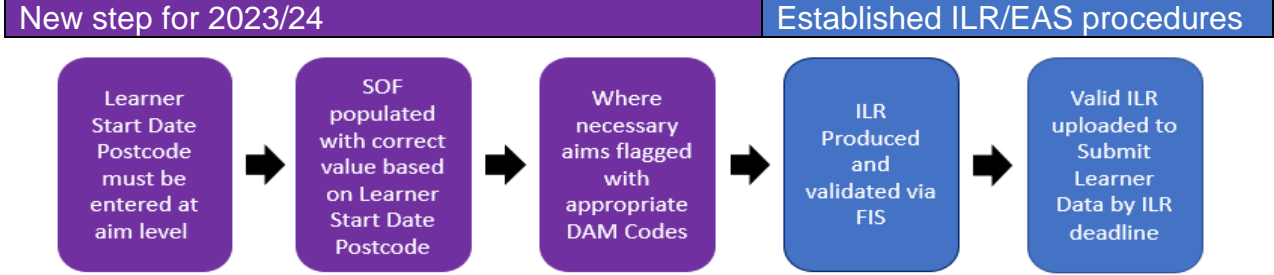
## 17 Individual Learner Record (ILR)

- 17.1 As a Learning Organisation delivering provision to Combined Authority residents you will be required to complete the Individual Learner record in the 2023/24 academic year. The ESFA will continue to hold ILR data in a single national data set. Learning Organisations must upload its ILR data via the ESFA, it cannot submit the data directly to the Combined Authority. We require that a first complete return for all AEB funded learning should be made at the R04 point.



17.2 The purpose of these codes is to identify learning aims that need to be monitored as part of new flexibility or to identify elements that are being funded via the EAS, e.g., learning aims associated with a Sector Based Work Academy will be identified by specific DAM codes. The detail of what you need to provide will be dependent upon the Lots you are delivering, and the detail will be included in the data schedule of your Grant/Contract.

The diagram below sets out the additional steps you need to complete when preparing the ILR data for 2023/24



17.3 If you do not have an MI system capable of generating an XML file, then you should use the ESFA, ILR Learner Entry Tool which will enable you to create an ILR file for upload to Submit Learner Data. ESFA and we recommend uploading the data as compressed files. The file must contain all Learner records, Learning Delivery records and Learner Destination and Progression records for all Combined Authority funded residents for the year to date.

17.4 As a Learning Organisation you must submit a single file containing all your learner, learning and destination records for all AEB funding, for the year to date. Each file overwrites all previously submitted records by you. This means that you cannot split the data into separate files and transmit each file separately. You cannot send records for learners funded from different funding models in separate files as these will overwrite one another.

17.5 Destination and Progression data cannot be sent in a separate file to Learner and Learning Delivery data: doing so would cause the Learner and Learning Delivery records to be deleted from the ILR database. Once you submit a file to Submit Learner Data it cannot be deleted if the file contains incorrect data this can only be corrected by submitting another ILR file to overwrite the incorrect one. The last file submitted by you will be the one loaded into the national database for that return.

17.6 If you have a **grant agreement**, we will contact you where we identify you have submitted data that does not meet our funding rules and ILR requirements. We will require you to correct inaccurate Individualised Learner Record (ILR) and Earnings Adjustment Statement (EAS) data or to adjust your final funding claim.

17.7 For provision funded through a **contract for service**, we will use the information you provide in your funding claims, ILR and EAS data to review, in-year, your contract value for 2023/24. If at the performance-management points we have evidence that you will not deliver your contract value in full, we may reduce it to a level that is in line with your actual in-year delivery. We will make these reductions in line with these rules and consider after period 6 and at the end of the year.

## 18 Recording Late Data in the ILR

- 18.1 If a learner is continuing learning at the final R14 collection at the end of the year, but you record in the subsequent ILR year that they should have left in the previous ILR year, you will have earned funding that you need to pay back.
- 18.2 For example, at R14 in the 2021 to 2023 ILR you record a learner as starting on 10 July 2023 and continuing at R14. In the 2023 to 2023 ILR you record them as leaving on 16 July 2023. In this scenario, they will have earned a monthly on- programme payment in July 2023 from the 2021 to 2023 ILR that will need paying back. You can pay this funding back through the EAS recording a negative figure in the 'Authorised claims' adjustment type. You do not need our permission to use this adjustment type to pay back funding, you only need permission to use this adjustment type for claiming funding.

## 19 Earnings Adjustment Statement

- 19.1 The use of the EAS has been expanded for 2023/24. As well as recording Earnings Adjustment Statement and Learner Support Funding in your quarterly manual claims to the Combined Authority, you will also be required to record your monthly claims for this funding via Submit Learner Data's online Earnings Adjustment Statement process.
- 19.2 As part of your usual quarterly manual EAS returns (templates to be supplied by CPCA) you will also be asked to indicate your progress at each return and to forecast your expected outturn at R14. Please ensure accuracy of your data
- 19.3 Guidance on how to submit the monthly claim for 2023/24 can be found here: <https://www.gov.uk/government/publications/earnings-adjustment-statement-eas-2023-to-2024>
- 19.4 In addition to reporting Prince's Trust and excess learning support claims you will also use this to claim Combined Authority funding flexibilities for elements of delivery that cannot be recorded in the ILR. For more information on claiming this through the EAS, refer to the [EAS guidance](#).

## 20 Payment Arrangements

- 20.1 We will run the BACS payments monthly and within a maximum of 30 days on receipt of the ESFA Occupancy Report. You will need to ensure that you have cash flow available to accommodate these payment terms. You will be provided in advance of the start of the funding year, with a payment profile based on your agreed delivery plan underpinned by your Grant/Contract. You will be advised in writing in advance of any in-year changes being made to the value of your Grant or Contract. We reserve the right to hold payments in case of underspend or cease payments, should you be in breach of your Contract/Grant.

- 20.2 The normal payment timeline is shown below, the exception will be month one (August 2023) where those Learning Organisations who it has been agreed by the Combined Authority will receive the funding agreed on their payment profile for that month only.

## 21 Grant Funding Arrangements

### Paid on profile

- 21.1 As a Grant funded Learning Organisation, you will have submitted and agreed a delivery plan for the 2023/24 funding year. The plan includes estimates of volumes, mix of provision, and spend across the full range of provision you expect to deliver and reconciles to the total value of your Grant allocation. The Grant can be used only to fund new starts for adult skills, non-formula funded community learning (where applicable to you) and learner support.
- 21.2 The delivery plan will underpin your performance management dialogue, but your payment profile for the funding year 1st August 2023 to 31st July 2023 is going to be a flat profile for Adult Education Budget & Free Courses for Jobs.

### Grant funded in-year performance management

- 21.3 Whilst payment mechanisms might be different the new risk-based performance management principles will apply to all AEB Learning Organisations, including those funded by Grant. If the college or Local Authority or Specialist Designated Institute is underperforming, funding can be removed in year. If it has the capacity to grow its provision in certain sectors, or to support specific cohorts, it could be provided with additional funding in-year. Any decision to increase/decrease Grant allocations will be discussed in advance of any changes being made.
- 21.4 Performance reviews will include quality, delivery, finance, compliance, and your overall progress against your delivery plan. The expectation is that in 2023/24 academic year formal performance management will take place four times a year for contract and three times a year for grant. If the risk profile of the grant funded Learning Organisation changes in year, then we reserve the right to change the performance management arrangements it has with you. Each grant funded Learning Organisation will know the performance management arrangements that will operate before the 1st August 2023.

### Grant funded end year performance reconciliation

- 21.5 For grant funded Learning Organisations, at the end of the 2023/24 funding year, CPCA will apply a performance threshold of **100%** for all Learning Organisations and unspent AEB funds will be recovered through profiled payments in January 2024 – March 2024, following R14 2023/24. Over-performance of up to **103%** within Adult Skills delivery only, will be paid for 2023/24 inclusive, to reward high-performance and support Learning Organisation growth. This is subject to the availability of budget.

- 21.6 The Combined Authority’s calculation of whether a Learning Organisation has delivered 100% will include delivery confirmed through a review of their ILR and EAS information and their in-year overall performance. If you do not deliver 100% or above, we will confirm the value of funding you must return in your reconciliation statement.
- 21.7 In 2023 to 2024 we will apply a 2.2% increase to the final earnings for all AEB formula-funded provision (excluding associated learner and learning support). In addition, we will apply a 20% boost on top of earnings for all AEB formula-funded provision in 6 sector subject areas: Engineering, Manufacturing Technologies, Transport Operations and Maintenance, Building and Construction, ICT for Practitioners, and Mathematics and Statistics.

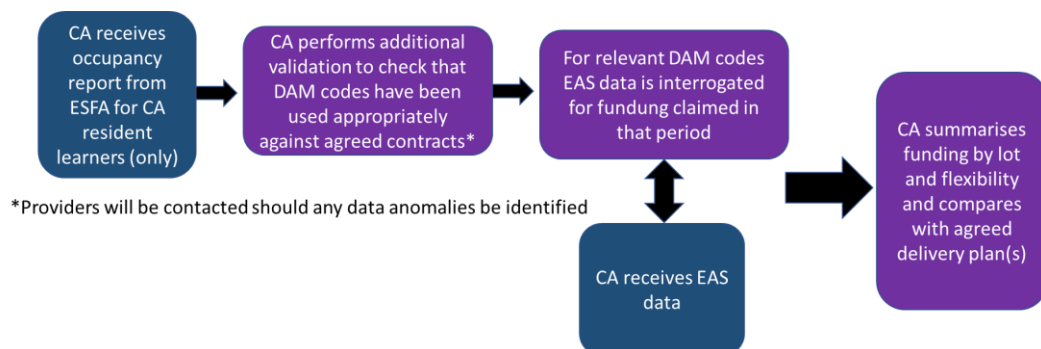
## 22 Contract for services funding arrangements

### Contract funding principles

- 22.1 Independent Training Providers (ITPs) who have secured a contract with the Combined Authority, will be subject to its risk-based performance management arrangements. The risk rating you attract will decide on how you will be paid.
- 22.2 You will be **paid on actual delivery, one month in arrears**, for the 2023/24 funding year. Your payments will be based on your actual delivery and reconciled against your proposed delivery plan monthly. At no stage will the cumulative payments made to an ITP, breach the maximum value of the contract. Any over delivery will not be funded and variations to contract values will be formalised through a contract variation.
- 22.3 In 2023 to 2024 we will apply a 2.2% increase to the final earnings for all AEB formula-funded provision (excluding associated learner and learning support). In addition, we will apply a 20% boost on top of earnings for all AEB formula-funded provision in 6 sector subject areas: Engineering, Manufacturing Technologies, Transport Operations and Maintenance, Building and Construction, ICT for Practitioners, and Mathematics and Statistics.

## 23 Data Validation within the Combined Authority

23.1 The Combined Authority will be undertaking the following approach to validating the information you submit.



## 24 Performance Management Generic rules that apply to all delivery

- 24.1 Performance management reviews will normally take place quarterly, although the Combined Authority will be having an on-going monthly dialogue with you. We will use the Combined Authority funding and performance management approach for your AEB funding. This approach is to ensure that Learning Organisations deliver high quality and meet the agreed delivery profiles, in your contract. We will, where required, take appropriate action against you, where you do not meet your contractual requirements or the terms of your grant agreement.
- 24.2 The Performance Review (PR) meetings with you which will focus on achieving contractual performance levels. Performance will be managed on both the quantitative and qualitative aspects of your contract.

## 25 Performance Management

- 25.1 We will apply different performance-management processes according to the type of funding agreement and risk profile of our agreement with you. Within these processes, we will apply our principles of performance-management consistently to all Learning Organisations. The approach we will be taking will be shared with you in advance of the start of the funding year.
- 25.2 We will use the Combined Authority funding and performance management approach for your AEB funding to make sure learning provision is high quality and that you are progressing against your delivery profile. We will assess your ability to deliver education and training to the required standard. It will include but not be limited to, Ofsted grades, financial health, financial management and control, outcomes, destinations, employer and learner feedback, and your delivery against your contract and delivery profile or Schedule 3.
- 25.3 Allocations and performance-management decisions are subject to affordability within the available budget at the time. As a result of the Combined Authority's procurement, your contracting, payment, and performance management arrangements with us will have changed. It is essential that you understand which rules apply to you. **One** of the following two categories will apply to you; the rules for each of these are set out in the rest of this document.

<p>Grant funded Learning Organisations with an AEB block grant without a procured AEB contract for services awarded through the AEB procurement</p>	<p>Your AEB is allocated to you as a block grant for 2023/24. We will make a flat-profile payments based on your allocation as set out in Schedule 2 of your Grant Funding Agreement.</p> <p>Your funding agreement will state the maximum amount of AEB provision you can deliver between 1 August 2023 and 31 July 2024.</p> <p>You must provide three funding claims setting out your actual delivery to date and, where appropriate, provide a forecast for the remainder of the funding year using the template that will be supplied to you. The funding claims must include Adult Skills and</p>
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Community Learning, the funding claims you must provide are set out below:

Milestone	Timing of Milestone
ILR Returns	In line with Annex A of <a href="#">ILR specification</a>
Funding Claims (including Earnings Adjustment Statements where applicable)	The first quarter funding claim - R04 The second quarter funding claim - R06 The third quarter funding claim - R09 The fourth quarter funding claim - R12 The final year funding claim - R14 Please note: Earnings Adjustment Statements can be submitted more frequently, as required.
0% tolerance for under -delivery at year end calculated	Final claim: October 2024

We reserve the right to re-profile, reconcile or hold payments at any point during the funding agreement period.

For any under-delivery at the end of the 2023/24 funding year, unspent AEB will be recovered through profiled payments between January 2024/25 – March 2024/25. Where your delivery is less than 100%, we will make an automatic year-end adjustment to your funding allocation, and you must pay back any unspent funds up to the full value of your AEB funding allocation. We will confirm the value of funding you must pay back in your reconciliation statement.

Contract for services funded Learning Organisations for 2023/24

In 2023/24 you will receive a contract that states, the maximum amount of AEB provision you can deliver between 1 August 2023 to 31 July 2024.

Your first-year contract will span two financial years:

- August 2023 to March 2023: periods 5 to 12 of the 2023 to 2023 funding year
- April 2023 to July 2024: periods 1 to 4 of the 2023 to 2024 funding year

We will pay the AEB component based on your actual delivery each month, up to your contract value for the financial year. We will calculate the value of your actual delivery using the latest



	<p>validated ILR and EAS data you provide. We will pay you the Learner Support component on the standard national profile set out in Appendix 1 of your contract. We will reconcile this funding at the end of the year based on the funding claims you provide. We will recover under-delivery.</p> <p>For Learner Support you must provide five funding claims setting out your actual delivery to date and, where appropriate, provide a forecast for the remainder of the funding year.</p>
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## 26 Contract/Grant Performance Management Point (PMP)

- 26.1 The purpose of the PMP is to formally examine with you, your performance for individual grants or contracts. All relevant aspects of performance will be assessed against grant or contractual requirements and delivery plans. The usual frequency of the Reviews will be quarterly; however, this can be varied when appropriate. It may mean the Combined Authority holds more frequent reviews in the initial stages of the grant or contract.
- 26.2 The PMP meeting will focus on the ongoing achievement of performance levels and the delivery of high-quality teaching and learning, and is likely to cover the following areas:
- Funding allocation performance
  - Action points outstanding from previous meeting
  - Performance including outputs such as general learner participation and expenditure and outcomes such as participation in geographical priorities particularly Peterborough and Fenland, community cohesion, sustainable employment, qualification progression, wider outcomes, further learning, links to priority sectors and pay progression,
  - Expected future performance based on information available
  - Review of any Action Plans – including performance expectations agreed at the last meeting
  - Subcontractor and supply chain performance
  - Good news stories/case studies
  - Collaborative working
  - CPCA / DfE policy changes
- 26.3 If data shows that you may not achieve the performance levels set out in your grant/contract, we will discuss with you whether an Action Plan is required. The Action Plan will be used to capture all agreed actions for performance improvement including incremental performance and pipeline data that may lead to improving performance levels in line with the agreement/contract.



- 26.4 If the remedial actions captured on the Action Plan are unable to lift your performance to meet the delivery profile performance levels, you will be invited to a meeting to discuss performance and receive a management letter to request specific performance improvement. At this stage you will be informed that formal action could be taken if performance does not improve.
- 26.5 In addition, as part of our financial assurance work, we will continue to place significant assurance on the national systems and processes operated by DfE and the ESFA. We will however expect you to be fully compliant with our funding rules.
- 26.6 The funding in your funding agreement or contract value can be used to fund both learning and support for new starts but not for carry in residents. You must ensure you have funding available to ensure all residents you enrol can complete their programmes.
- 26.7 The Combined Authority has no responsibility to pay any amount over and above your allocated funding amount for the funding year or fiscal year. If you deliver more than your contract value, you do so at your own risk, unless agreed in advance and in writing with the Combined Authority. Subject to budget, in 2023/24 inclusive, we will consider rewarding performance up to 103%.
- 26.8 For any new contractors awarded funding through our in-year procurement process, we will be implementing another procurement round for 2023/24, which all Independent Training Learning Organisations will need to apply for. Any future allocation will be subject to government policy, budget availability, your delivery and performance against your procured AEB contract value and the delivery agreed with you as part of the contract award. Performance management all AEB provision will be undertaken whether Grant or a Contract.
- 26.9 If we increase your contract value through a performance-management process, you must use that extra funding to deliver the exact type of learning provision for which you requested and are awarded funding.
- 26.10 You cannot shift funds between AEB and any other funding stream.
- 27.11 The Combined Authority reserve the right to increase or decrease the number of performance management points we operate, in line with delivery against the funding available for AEB and reserve the right to adjust your contract value if there is a risk that demand for AEB may exceed the budget available.

## 27 Funding Claims

- 27.1 At the performance management review at Quarter 2 (Period 6), we will be looking at the annual allocation for all Learning Organisations: which could mean a reduction or increase in the allocation according to the performance of the previous 6 months and expectations for the next 6 months. If we decide to reallocate funding, we will have a transparent process to invite and assess growth requests. We will expect all requests for growth to be supported by evidence of expected demand and alignment to our Employment and Skills Strategy.

## 28 Annex A - Eligibility for funding

Eligibility to be funded can depend upon citizenship within the European Union or the European Economic Area (EEA). This Annex details which countries will meet the residency requirements detailed in paragraph 36 of the rules.

Countries or areas where residency establishes eligibility for our funding:

28.1 Member states of the European Union.

28.2 You can access a list of member states on the [EU website](#).

28.3 Other territories categorised as being within the European Union.

28.4 Other territories are categorised as being within the European Union for the purposes of the fees regulations; these are:

- **Cyprus:** any Cypriot national living on any part of the island qualifies for EU residency and is considered an EU national;
- **Finland:** includes the Aland Islands;
- **France:** the French Overseas Department (DOMS) (Guadeloupe, Martinique, French Guiana (Guyana), Reunion and Saint-Pierre et Miquelon) is part of metropolitan France and is part of the EU;
- **Germany:** includes the former German Democratic Republic and the tax-free port of Heligoland;
- **Portugal:** Madeira and the Azores are part of the EU; Macau is not;
- **Spain:** the Balearic Islands, the Canary Islands, Ceuta and Melilla are part of the EU; and
- **United Kingdom:** Gibraltar is part of the territory of the EU.
- **To note:** The Channel Islands and Isle of Man are part of the United Kingdom and Islands but not part of the EU.
- Andorra, Monaco, San Marino and the Vatican are not part of the EU.
- EEA and eligible overseas dependent territories.

28.5 For funding eligibility purposes, this is defined as all member states of the EU and Iceland, Liechtenstein, Switzerland, Norway and all the eligible British Overseas Territories and EU overseas territories listed in paragraph 4 of this Annex.

28.6 Although Switzerland is not part of the formally recognised EEA, its nationals are eligible under various international treaties signed by the UK and Swiss governments.

28.7 Eligible overseas territories of other British and EU member states.

28.8 Learners who are nationals of certain British Overseas Territories and of certain European overseas territories are eligible for funding, depending on the three-year rule on residence in the EEA. These are as follows:

- Anguilla;
- Bermuda;
- British Antarctic Territory;
- British Indian Ocean Territory;
- British Virgin Islands;
- Cayman Islands;
- Falkland Islands;
- Gibraltar;
- Montserrat;
- Pitcairn, Ducie and Oeno Islands;
- South Georgia and the South Sandwich Isles;
- St Helena and its dependencies;

- Turks and Caicos Islands;

## EEA

The EEA comprises of the following countries:

- All Member States of the European Union

You can access a list of member states on the [EU website](#).

- with respect to EEA nationality, note that any Cypriot national living on any part of the island qualifies for EU residency and is considered an EU national.
- Iceland
- Lichtenstein
- Norway
- Switzerland

Although Switzerland is not part of the formally recognised EEA, its nationals are eligible under various international treaties signed by the UK and Swiss governments.

Table 3 lists territories that are categorised as being within the EU and or territories that are categorised as being part of the listed countries such that they satisfy our residency requirements for the purposes of the AEB funding rules.

**Table 3:**

Denmark	The following is part of Denmark: Greenland, Faroe Islands
Finland	The following is part of Finland and the EU: Aland islands
France	The following is part of France and the EU: the French Overseas Department (DOMS) (Guadeloupe, Martinique, French Guiana (Guyana), Reunion and Saint-Pierre et Miquelon) The following is part of France: New Caledonia and its dependencies, French Polynesia, Saint Barthélemy
Germany	The following is part of Germany and the EU: Tax-free port of Heligoland
Netherlands	The following is part of the Netherlands: Antilles (Bonaire, Curacao, Saba, St Eustatius and St Maarten), Aruba
Portugal	The following is part of Portugal and the EU: Madeira, The Azores
Spain	The following is part of Spain and the EU: the Balearic Islands, the Canary Islands, Ceuta, Melilla

## 29 Annex B: Community Learning objectives

- 29.1 Focus public funding on people who are disadvantaged and least likely to participate, including in rural areas and people on low incomes with low skills.
- 29.2 Collect fee income from people who can afford to pay and use where possible to extend provision to those who cannot.
- 29.3 Widen participation and transform people's lives by supporting progression relevant to personal circumstances, including:
- Improved confidence and willingness to engage in learning
  - Acquisition of skills preparing people for training, employment, or self-employment
  - Improved digital, financial literacy and/or communication skills
  - Parents/carers better equipped to support and encourage their children's learning
  - Improved/maintained health and/or social well-being
- 29.4 Develop stronger communities, with more self-sufficient, connected, and pro-active citizens, leading to:
- Increased volunteering, civic engagement, and social integration
  - Reduced costs on welfare, health, and anti-social behaviour
  - Increased online learning, and self-organised learning
  - The lives of our most vulnerable families being turned around.
- 29.5 Commission, deliver and support learning in ways that contribute directly to these objectives, including:
- Bringing together people from backgrounds, cultures, and income groups, including people who can/cannot afford to pay
  - Using effective local partnerships to bring together key Learning Organisations and relevant local agencies and services
  - Devolving planning and accountability to neighbourhood/parish level, with local people involved in decisions about the learning offer
  - Involving volunteers and voluntary and community sector groups, shifting long term, 'blocked' classes into learning clubs, growing self-organised learning groups, and encouraging employers to support informal learning in the workplace
  - Supporting the wide use of online information and learning resources
  - Minimising overheads, bureaucracy, and administration

## 30 Annex C Subcontracting

### Background

- 30.1 In 2023/24 academic year, the Combined Authority will be implementing the [ESFA Sub-Contracting Standard](#) Learning Organisations that sub-contract over £100,000 of AEB will be in scope. In future years, the Combined Authority will undertake checks on sub-contracting to ensure compliance with the standard. All sub-contracting arrangements must be agreed (in writing) before any delivery of Combined Authority funded AEB activity is undertaken.
- 30.2 We define a delivery subcontractor as a separate legal entity that has an agreement with you to deliver any element of the education and training, we fund. A separate legal entity includes companies in your group, other associated companies, and sole traders. It also includes residents who are self-employed or supplied by an employment agency, unless those residents are working under your direction and control, in the same way as your own employees.
- 30.3 You must take your own legal advice about the impact [of Public Contracts Regulations 2015](#) on your recruitment of delivery subcontractors and have this advice available for inspection by us on request.
- 30.4 Your governing body or board of directors and your accounting officer (senior responsible person) must agree your policy for delivery subcontracting. You must publish your policy for delivery subcontracting on your website.
- 30.5 You are responsible for all the actions of your delivery subcontractors connected to, or arising out of, the delivery of the services which you subcontract.
- 30.6 You must only use delivery subcontractors:
- if you have the knowledge, skills and experience within your organisation to successfully procure, contract with and manage those subcontractors and can evidence this with the CVs of relevant staff;
  - that your governing body/board of directors and your accounting officer (senior responsible person) determine as being of high quality and low risk, and provide written evidence confirming this; and
  - if you have robust procedures to ensure subcontracting does not lead to the inadvertent funding of extremist organisations.

### Selection and procurement of Sub-Contractors

- 30.7 You will be required to outline any subcontracting plans you anticipate carrying out prior to commencement of your grant. Any subcontracting plans must be agreed with us before any subcontracts are signed.
- 30.8 Changes to your subcontracting plans after you have entered into a grant agreement with us must be agreed with us in advance.

- 30.9 When appointing delivery subcontractors, you must avoid conflicts of interest and you must write to us through your Combined Authority Relationship Manager about any circumstances (for example, where you and your proposed subcontractor have common directors or ownership) which might lead to an actual or perceived conflict of interest.
- 30.10 You must carry out your own due diligence checks when appointing delivery subcontractors and have both the process and the results available for inspection by us. You must not use a delivery subcontractor's presence on a public register or database, as an indicator that they are suitable to deliver to your specific requirements.
- 30.11 You must not enter new subcontracting arrangements or increase the value of your existing arrangements if any of the following circumstances apply. These conditions will continue until we are satisfied that the concerns have been addressed and the circumstances below no longer apply:
- if Ofsted has rated your leadership and management as inadequate
  - if you do not meet the [minimum standards](#) or
  - if the outcome of your annual financial health assessment is inadequate unless we have provided written permission in advance.
- 30.12 You must not increase the value of delivery subcontracts agreed to over **25%** of your contract value without written permission from the Combined Authority.

## Appointing a Subcontractor

- 30.13 You must not enter into any agreement for Brokerage.
- 30.14 You must only award contracts for delivering provision funded by the Combined Authority's AEB to legal entities. If the legal entity is a registered company, it must be recorded as 'active' on the [Companies House](#) database.
- 30.15 You must not award a subcontract to any organisation if:
- it has passed a resolution (or the court has made an order) to wind up or liquidate the company, or administrators have been appointed; or
  - its statutory accounts are overdue
- 30.16 You must make sure that residents supported through subcontracting arrangements know about you and your delivery subcontractor's roles and responsibilities in providing the learning.
- 30.17 You must have a legally binding contract with each delivery subcontractor that includes all the terms set later within this document and you must have a contingency plan in place for residents if:
- you need to withdraw from a subcontract arrangement;
  - a delivery subcontractor withdraws from the arrangement, or
  - a delivery subcontractor goes into liquidation or administration

- 30.18 You must ensure that there is a continuity of Services for existing learners
- 30.19 You must make sure that the terms of your subcontracts allow you to:
- monitor the delivery subcontractor’s activity;
  - have control over your delivery subcontractors; and
  - monitor the quality of education and training provided by delivery subcontractors.
- 30.20 You must obtain an annual report from an external auditor if the AEB contracts with your delivery subcontractors will exceed £100,000 in any one funding year. The report must:
- provide assurance on the arrangements to manage and control your
  - delivery subcontractors; and
  - comply with any guidance issued by us.
- 30.21 You must supply us with a certificate signed by the external auditor and an authorised signatory to confirm you have received a report that provides satisfactory assurance. We may ask you to provide a copy of the full report.

## Terms that you must include in your contracts with delivery subcontractors

- 30.22 You must make sure your delivery subcontractors:
- meet the requirements set out in our funding rules;
  - provide you with ILR data so your data returns to us accurately reflect your subcontractor’s delivery information;
  - give us, and any other person nominated by us, access to their premises and all documents relating to the Combined Authority’s AEB and other provision co-funded by the AEB;
  - give you enough evidence to allow you to:
  - assess their performance against [Ofsted’s Common Inspection Framework](#)
  - incorporate the evidence they provide into your self- assessment report, and
  - guide the judgements and grades within your self- assessment report
  - always have suitably qualified staff available to provide the education and training we fund through the AEB;
  - ensure safeguarding and the PREVENT duty are implemented
  - co-operate with you to make sure there is continuity of learning if the subcontract ends for any reason;
  - tell you if evidence of any irregular financial or delivery activity arises; irregular activity could include, but is not limited to:
    - non-delivery of training when funds have been paid
    - sanctions imposed on the delivery subcontractor by an awarding organisation
    - an inadequate Ofsted grades
    - complaints or allegations by residents, people working for the delivery subcontractor or other relevant parties, and
    - allegations of fraud



## Monitoring

- 30.23 You must manage and monitor all your delivery subcontractors to ensure that high-quality delivery is taking place that meets our funding rules.
- 30.24 You must carry out a regular and substantial programme of quality-assurance checks on the education and training provided by delivery subcontractors, including visits at short notice and face-to-face interviews with staff and residents. The programme must:
- include whether the residents exist and are eligible;
  - involve direct observation of initial guidance, assessment, and delivery of learning programmes;
- 30.25 The findings of your assurance checks must be consistent with your expectations and the delivery subcontractor's records.

## Evidence

- 30.26 You must hold and retain evidence to assure us that you are using the funding appropriately. Most evidence will occur naturally from your normal business process.
- 30.27 You must make sure enrolments for CPCA funded AEB support decision to claim funding and support the individual's case for consideration as resident in CPCA region
- 30.28 In line with General Data Protection Regulations (GDPR), you must record in the evidence pack what appropriate documentation you have seen, rather than take photocopies to prove eligibility.

## Second-level subcontracting

30.29 You must not agree the use of any delivery subcontractor where this would require you to subcontract education and training to a second level. All of your delivery subcontractors must be contracted directly by you.

## Requesting subcontracting arrangements

30.30 Prior to the commencement of your grant, you must submit your subcontracting plan for the delivery year to us. You may not subcontract without our prior written approval

30.31 You must also update and reconcile your subcontracting plan if your subcontracting arrangements change during the year. You may not make changes to your subcontracting plan without our prior written approval.

## Distributing income between you and your delivery subcontractors

30.32 Your governing body or board of directors must review your delivery subcontracting funding retention and charges policy. Your accounting officer must sign the policy

30.33 You must publish your delivery subcontracting funding retention and charges policy on your website before entering into any subcontracting agreements for each funding year.

30.34 As a minimum, you must include the following in your delivery subcontracting funding retention policy:

- your contribution to improving your and your delivery subcontractor's quality of teaching and learning
- the typical percentage range of funding you retain to manage delivery subcontractors, and how you calculate this range. We will consider a retention of up to 15% of funding to manage delivery subcontractors as a maximum cap and would not expect Learning Organisations to retain more than this.
- any support delivery subcontractors will receive in return for the fee you charge
- any oversight and management of delivery which you will carry out with the funding you retain
- if appropriate, the reason for any differences in retention amounts or support provided to and management and oversight of different delivery subcontractors
- payment terms between you and your delivery subcontractors; the timing of payments in relation to delivery and timescale for paying invoices and claims for funding received
- how and when you communicate and discuss your policy with current and potential delivery subcontractors
- timing for policy review (which should be done annually) and
- where you publish your policy.

30.35 You must also tell us the actual level of funding paid and retained for each of your delivery subcontractors.

30.36 You must include the following in your published delivery subcontracting funding retention and charges information:

- name of each delivery subcontractor
- the [UK Learning Organisation Reference Number \(UKPRN\)](#) of each delivery subcontractor
- contract start and end date for each delivery subcontractor;
- funding we have paid to you for AEB delivery by each delivery subcontractor in that funding year
- CPCA funding you have paid to each delivery subcontractor for AEB delivery in that funding year
- CPCA funding you have retained in relation to each delivery subcontractor's AEB delivery for that funding year and
- if appropriate, CPCA funding each delivery subcontractor has paid to you for services or support you have provided in connection with the subcontracted delivery.

30.37 From the 2023/24 academic year, the Combined Authority will be implementing the [ESFA Sub-Contracting Standard](#). Learning Organisations that sub-contract over £100,000 of AEB will be in scope. You should use the remainder of the 2022/23 academic year to prepare if you are not compliant with the standard. In future years, the Combined Authority will undertake checks on sub-contracting to ensure compliance with the standard.

## 31 Annex D: Data Collection

- 31.1 Data underpins the funding and commissioning decisions made by the Combined Authority. It also underpins and informs the work of Ofsted and other agencies. When aggregated, it presents the progress and position of the FE sector to the Combined Authority, sponsoring departments and to the Government, thereby informing policy making decisions.
- 31.2 The Combined Authority will in 2023/24 be using the data recorded on the ILR to calculate funding earned by Learning Organisations. The data will provide management information, including performance indicators, which will be used to manage your current Grant Agreement or Contract for Services.
- 31.3 The data gathered provides information about the effectiveness of the learning programmes in terms of who they reach, what learning they receive and what outcomes are subsequently achieved. The Combined Authority is interested in developing the types of information collected to ensure that it can adequately assess progression, impact and outcomes which will be different from those currently reported. In 2023/24, the Combined Authority will require Learning Organisations to return information not recorded in the ILR at certain intervals to support this.
- 31.4 The data collected in the ILR will also be used to ensure that the AEB funding devolved to the Combined Authority is being spent in line with its statutory duties and its wider skills ambitions. Combined Authority AEB funded learning is recorded using code 115 in the Funding model field.

### Individualised Learner Record (ILR) file

- 31.5 You can collect the data required to make an ILR return in whatever way you wish to and in the best way that supports your natural business processes. For example, information about a learner may be gathered on a paper enrolment form or through an online enrolment process. Much of the information about the learning aims and programmes being undertaken may be held within a Management Information System (MIS) and can be exported directly from this.
- 31.6 However, the information must be collated and submitted in accordance with the ILR guidance which relates to provision delivered by the Combined Authority.

## 32 Annex E: Data Protection

32.1 You should make sure that all learners have seen the Privacy Notice, which informs them about how their data will be used. The Privacy Notice can be found [here](#). You should ask learners if they do not wish to be contacted for marketing, survey or research purposes and record this information in the Learner contact preference fields in the ILR. You are required to ensure that the requirements of the Data Protection Act are always maintained.

### Confirmation and signatures

32.2 The resident or employer must confirm the information is correct when it is collected. You must have evidence of this, which can include electronic formats.

32.3 We accept electronic evidence, including digital signatures, but you must have wider systems and processes in place to assure you that residents exist and are eligible for funding.

32.4 You must keep effective and reliable evidence. You are responsible for making the evidence you hold easily available to us when we need it.

### Starting, participating, and achieving

32.5 You can only claim funding for learning when directly related learning starts. This would not include enrolment, induction, prior assessment, diagnostic testing, or similar learning. For your direct delivery, and any subcontracted delivery, you and where relevant, your subcontractor(s) must have direct centre approval and where appropriate, direct qualification approval from the respective awarding organisation for the regulated qualifications you are offering.

32.6 You must have evidence that the learning took place, and that the resident was not just certificated for prior knowledge. Delivery of the qualification (including learner registration with the awarding organisation) for direct delivery and any subcontracted delivery must be in line with the qualification specification and guidance set out by the relevant awarding organisation.

32.7 Where the learning is certificated, you must follow your awarding organisation's procedure for claiming the relevant certificate(s) and ensure they are given to the resident. You must evidence that this has happened in the resident file.

### Leaving learning

32.8 You must report the learning actual end date in the ILR for a resident who leaves learning as the last day that you can evidence, they took part in learning.

## Individualised Learner Record

- 32.9 You must accurately complete all ILR fields as required in the ILR Specification, even if they are not used for funding. Where your data does not support the funding, you have claimed, we will act to get this corrected and could recover funds you have claimed.
- 32.10 The ILR must accurately reflect what learning and support (where applicable) has been identified, planned, and delivered to eligible residents. You must not report inaccurate information that would result in an inflated claim for funding.
- 32.11 The ILR provides assurance that the Combined Authority funding rules are being followed and calculate actual funding earned. It will be used by us to monitor individual Learning Organisations' delivery, monitor quality of provision, and evaluate the effectiveness of Learning Organisations across the combined authority.
- 32.12 The ILR file must contain evidence to support the funding claimed and must be available to us if we need it. Evidence in the learner file must assure us that the learner exists, and the learner must confirm information they provide is correct when it is collected.
- 32.13 Learner records should include:
- Your assessment and evidence of eligibility for funding and a record of what evidence the resident has provided
  - All initial, basic skills and diagnostic assessments
  - Information on prior learning that affects the learning or the funding of any of the learning aims or programme.
- 32.14 For 'personalised learning programmes', for example, learning not regulated by a qualification, full details of all the aspects of the learning to be carried out, including supporting evidence of the number of planned hours reported.
- A description of how you will deliver the learning and skills and how the resident will achieve
  - The supporting evidence about why you have claimed funding and the level of funding for a resident, including details of any resident or employer contribution
  - Support needs identified, including how you will meet these needs and the evidence of that
  - That learning is taking or has taken place (including a work placement if the resident is taking part in a traineeship) and records are available
  - A resident's self-declarations as to what state benefit, they claim
  - A resident's self-declarations on their status relating to gaining a job.
- 32.15 All records and evidence of achievement of learning aims. This must be available within three months of you reporting it in the ILR.
- 32.16 You must keep evidence that the resident is eligible for funding. Where the resident is unemployed this must include a record of what you have agreed with them, including the relevance of the learning to their employment prospects and the labour market needs.

32.17 If a subcontractor delivers any provision to the resident, it must clearly identify who it is, and this must match the information reported in the ILR.

### Self-declarations by residents

32.18 All self-declarations must confirm the resident's details and describe what the resident is confirming.

32.19 If a resident self-declares prior attainment, you must check this in the personal learning record and query any contradictory information with the resident. The personal learning record will not necessarily override the resident's self-declaration.

### Outcomes

32.20 The following are recognised outcomes if they are achieved and evidenced within six months of completing the AEB learning.

- An apprenticeship starts evidenced by ILR records or a self-declaration by the resident
- A job, including being self-employed, for at least 16 hours a week and for eight consecutive weeks within six months of completing AEB learning evidenced by a declaration from the resident or their employer
- Progression to another English or maths qualification which is a level higher than that achieved previously through AEB learning
- Progression of a resident evidenced by self-declaration they are studying a level 2 or level 3 qualification at least 150 guided learning hours

## 33 Annex F: Definitions used in the Adult Education Budget

### Unemployed

33.1 For funding purposes, a resident is defined as unemployed if one or more of the following apply.

- They receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only
- They receive Employment and Support Allowance (ESA)
- They receive Universal Credit (UC), and their take-home pay as recorded on their UC statement (disregarding UC payments and other benefits) is less than £494 a month (learner is sole adult in their benefit claim) or £782 a month (learner has a joint benefit claim with their partner)
- They are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice

33.2 Learning Organisations may also use their discretion to fully fund other residents if both of the following apply. The resident:

- Receives other state benefits (not included in the list above) and their take-home pay (disregarding UC payments and other benefits) is less than £494 a month (learner is sole adult in their benefit claim) or £782 a month (learner has a joint benefit claim with their partner), and
- Wants to be employed, or progress into more sustainable employment, and their take-home pay (disregarding UC payments and other benefits) is less than £494 a month (learner is sole adult in their benefit claim) or £782 a month (learner has a joint benefit claim with their partner), and you are satisfied identified learning is directly relevant to their employment prospects and the local labour market needs

### Full level 2

33.3 Level 2 is the level of attainment which, is demonstrated by:

- A General Certificate of Secondary Education in five subjects, each at grade C or above, or grade 4 or above, or
- Technical Certificate at level 2 which meets the requirements for the 2018 Submit Learner Data and 2019 16 to 19 performance tables

33.4 If a resident aged 19 to 23 has achieved a level 2 qualification, that was, at the time they started, or still is, classed as a full level 2, then any subsequent level 2 qualifications will be co-funded.

33.5 If a qualification gained overseas is comparable/compatible with a regulated qualification in England, currently part of the level 2 and level 3 19 to 23 legal entitlement, the resident will be deemed to have achieved their first level 2 and/or level 3 qualification.

### Full level 3

33.6 Level 3 is the Level of attainment which is demonstrated by a:

- General Certificate of Education at the advanced level in two subjects, or



- General Certificate of Education at the AS Level in four subjects, or
- QAA Access to Higher Education (HE) Diploma at level 3, or
- Tech level; or applied general qualification at level 3 which meets the requirements for the 2019 and 2020 16 to 19 performance tables.

33.7 As a general rule, if a resident aged 19 to 23 has achieved a level 3 qualification, that was, at the time they started, or still is, classed as a full level 3, and wants to enrol on any subsequent level 3 qualification, of any size, they will have to either apply for an advanced resident loan or pay for their own learning. The Combined Authority's second Level 3 flexibility does provide an exception to this rule, where an employer requires a sector-specific Level 3 qualification for an occupation, or an unemployed resident requires a sector-specific Level 3 qualification for reskilling and entry into employment.

33.8 When a resident starts an AS Level qualification and intends to continue through to a full A Level in the same subject, the funding of both the AS and A Levels will be treated as if they were a single qualification. This must be set out in their learning agreement and the learning must be in consecutive funding years.

## Eligible qualifications

33.9 Where you deliver regulated qualifications and/or their components you must ensure they are eligible for AEB funding and available on [Find a Learning Aim](#).

33.10 Before delivering a component, you must check with the awarding organisation that they provide a facility for the resident to be registered on it and the resident can achieve it alone or as part of accumulating achievement towards a qualification.

## Non-regulated learning

33.11 Where you deliver non-regulated learning, you must ensure it is eligible for funding. Such learning could include:

- independent living skills or engagement learning supporting adults to operate confidently and effectively in life and work
- locally commissioned and/or locally developed basic knowledge and skills needed to access technical qualifications
- employability and labour market re-entry
- locally commissioned and/or locally devised technical education short courses (also known as taster sessions)
- community learning courses

33.12 The eligibility principles we apply to non-regulated learning are as follows:

- It must not be provision linked to UK visa requirements
- It must not be provision linked to statutory employer requirements (including a licence to practice) unless there is an agreed concession in place
- It must not be vendor-specific provision which is linked to a particular employer or commercial system
- It must not be learning that should be part of a resident's experience, such as an 'induction to college'

- It must not be a non-regulated version of a regulated qualification
- It must not be above notional level 2 (that is, at notional levels 3 or 4)
- At notional level 2 it must focus on technical provision

33.13 Where you are delivering non-regulated learning, you must ensure you have appropriate and robust quality assurance processes in place. For instance, 'The Recognising and Recording Progress and Achievement (RARPA) Cycle'. Further information on RARPA is available from the Learning and Work Institute.

## 34 Annex G: Glossary Updated with ESFA Latest version.

Term	Description
20+ childcare	A category of learner support to assist residents aged over the age of 20 who are at risk of not starting learning or leaving learning due to issues in obtaining childcare.
Adult funding methodology	The Combined Authority funding methodology for residents aged 19 and over, participating in AEB learning.
Advanced Learner loan	Advanced learner loans are available for residents aged 19 or above to undertake approved qualifications at levels 3 to level 6, at an approved Learning Organisation in England. Advanced resident loans give residents access to financial support for tuition costs similar to that available in higher education and are administered by Student Finance England.
Annual gross salary	Gross salary is the total income before any deductions are removed from that amount. This total income is usually described as an annual salary, and it is the total amount an employee will receive for work completed before tax and national contributions are deducted.
Break in learning	When a resident is not continuing with their learning but has told you beforehand that they intend to resume their learning in the future.
Brokerage	By brokers we mean where a third-party matches, for a fee, a Learning Organisation with an unused allocation with a Learning Organisation that can secure enrolments of learners to utilise it.
Care to learn	A Department for Education scheme to assist young parents under the age of 20 with the childcare costs that may form a barrier to them continuing in education.
Community Learning	Helps people of different ages and backgrounds gain a new skill, reconnect with learning, pursue an interest, learn how to support their children better, or prepare for progression to more formal courses / employment.
Components of regulated qualification	A subset of a qualification, which could be a unit.
Continuing learners	Learners who commenced learning in a previous funding year and remain in learning as of 1 August 2023
Contract for services	Funding agreement for Learning Organisations not paid through a grant agreement.
CPCA	The Cambridgeshire and Peterborough Combined Authority
CPCA Register of training Organisations (the Register)	A register that provides assurance on organisations that have a grant or contract for service with the Combined Authority.
Digital Entitlement	The study of EDS qualifications for learners who have digital skills assessed at below level 1. Qualifications that are designated up to and including level 1 are: Essential Digital Skills Qualifications.

Term	Description
Direct costs of learning	Any costs for items without which it would be impossible for the resident to complete their learning aim. This can include the costs of registration, examination or any other activities or materials without which the resident cannot achieve their programme of study.
Distance learning	Learning delivered away from the resident's main place of employment or place of learning.
Earnings adjustment statement (EAS)	The form Learning Organisations need to fill in to claim funding that cannot be claimed through the Individualised Learner Record.
Education health care (EHC) plan	An EHC plan replaces statements of special educational needs and learning difficulty assessments for children and young people with special educational needs. The local authority has the legal duty to 'secure' the educational provision specified in the EHC plan, that is, to ensure that the provision is delivered.
Employment status (formerly employed)	The main types of employment status are: worker, employee, self-employed and contractor, director and office holder. More information on <a href="#">employment status</a> is available.
English for speakers of other languages (ESOL)	The study of English by speakers of other languages.
ESFA	The Education Skills Funding Agency
European Economic Area (EEA)	The European Economic Area, abbreviated as EEA, consists of the Member States of the European Union (EU) and three countries of the European Free Trade Association (EFTA) (Iceland, Liechtenstein and Norway; excluding Switzerland). The Agreement on the EEA entered into force on 1 January 1994. Please refer to Appendix A for more information.
European social fund (ESF)	The ESF is a structural fund from the European Union. It improves the skills of the workforce and helps people who have difficulties finding work. We are a co-financing organisation for the ESF.
Evidence Pack	A collection of documents and information brought together to form a single point of reference relating to learning that is taking place. This must provide evidence to prove the learner exists, is eligible for funding, the planned learning to be provided, and that learning has been delivered.
Exceptional learning support	Learning support funding to meet the costs of putting in place a reasonable adjustment for a learner who requires more than £19,000 in a funding year.
Find a learning aim	<a href="#">Find a learning aim</a> provides online services to find the latest information on available qualifications, apprenticeship standards, T Levels and units. Standards will show you information on funding, dates and common components. Qualifications and units show you funding streams for courses and the last date learners can start.

<b>Term</b>	<b>Description</b>
Full level 2	The following qualifications are designated full at level 2: General Certificate of Secondary Education in 5 subjects, each at grade C or above, or grade 4 or above, a Technical Certificate at level 2 which meets the requirements for 2018 to 2019 16 to 19 performance table.
Full level 3	The following qualifications are designated full at level 3, a: General Certificate of Education at the advanced level in 2 subjects, General Certificate of Education at the AS level in 4 subjects, QAA Access to Higher Education (HE) Diploma at level 3, Tech level or applied general qualification, at level 3 which meets the requirements for 2018 16 to 19 performance tables, technical and applied qualifications in the 16 to 18 performance tables for 2017, 2018, 2019, 2020, 2021, 2023 and 2023 (tech levels, applied general qualifications, technical certificates), Core maths qualification at level 3
Full or co-funding Indicator	Indicates whether a learning aim is fully funded or co-funded in Adult Skills or Other Adult Funding.
Functional skills	Applied practical skills in English, maths and ICT that provide the resident with the essential knowledge, skills and understanding to enable them to operate effectively and independently in life and work
Funding and delivery profile	The agreement between the Cambridgeshire and Peterborough Combined Authority and Learning Organisations who receive funding for Adult Education Budget to include the conditions of funding (grant) or contract for services; and the delivery profile you have reached with the Combined Authority.
Funding model	Identifies the funding methodology we apply to submission of finalised ILR data. For AEB funding, Funding Model 10 (Community Learning) and 35 (Adult Skills) are used, noting model 10 is non-formula funded (i.e. ILR data does not generate a funding rate and is paid on monthly profile) and model 35 is formula funded. More information is available in the 2023 to 2023 ILR Specification.
Funding year	The Adult Education Budget operates on a funding year basis, which starts on 1 August and finishes on 31 July.
General Data Protection Regulation	The General Data Protection Regulation (GDPR) is a Europe-wide law that replaced the Data Protection Act 1998 in the UK. It is part of the wider package of reform to the data protection landscape that includes the Data Protection Act 2018. The GDPR sets out requirements for how organisations must handle personal data.
Grant-funded Learning Organisation	Learning Organisations with a financial grant agreement.

Term	Description
Guided learning	As defined by Ofqual: “The activity of the learner in being taught or instructed by – otherwise participating in education or training under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate Learning Organisation of education or training. For these purposes the activity of ‘participating in education and training’ shall be treated as including the activity of being assessed if the assessment takes place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate Learning Organisation of education or training”. You can find more information in the <a href="#">Ofqual Handbook</a> .
Hardship	Within learner support, a category of support to assist vulnerable and disadvantaged residents to remove barriers to education and training.
High value courses Skills offer	High value qualifications adapted from an already approved for funding regulated qualification list.
Immigration status	The permissions, or otherwise, granted by the government of the United Kingdom for a resident to reside here.
Individualised Learner Record (ILR)	The primary data collection requested from learning Learning Organisations for further education and work-based learning in England. The data is used widely, most notably by the government, to monitor policy implementation and the performance of the sector. It is also used by organisations that allocate funding for further education.
ILR specification	The <a href="#">ILR Specification</a> is the technical documents, guidance and requirements to help Learning Organisations collect, return and check ILR and other learner data.
Information advice and guidance (IAG)	Services available to residents to enable them to consider further learning opportunities, progression, and career choices.
Job outcome payments	Payments made for residents who are unemployed at the start of learning who cease learning to take up a job.
Learner file	A collection of documents and information brought together to form a single point of reference relating to the learning that is taking place. This provides the evidence to prove that the resident exists and is eligible for funding, and for the learning to be provided.
Learner residency	We use the term ‘resident’ or ‘residence’ in this document for different purposes. Residence in the UK, EU and EEA has specific definitions in education law, and this is set out in the ‘residency eligibility’ section. Following the devolution of adult education functions, there is a new emphasis on residence in England, in determining and evidencing eligibility for CPCA funded AEB - see ‘who we fund’ and ‘evidence’ sections. This means the permanent residency of an individual in England (i.e., not a temporary address for duration of learning taking place), immediately prior to enrolment determines eligibility for CPCA funded AEB.
Learner support	Funding to enable Learning Organisations to support residents with a specific financial hardship that might prevent them from being able to start or complete their learning.

Term	Description
Learning aim	Statements that describe the overarching intentions of a course.
Learning aim reference number	The unique eight-digit code used to identify a specific learning aim.
Learning delivery monitoring (LDM)	A code used as part of the ILR to indicate participation in programmes or initiatives.
Learning organisations	An umbrella term 'Learning Organisations' is used in this document instead of the term 'Providers', to refer to Further Education Colleges, Institutes of Adult and Community Learning, Independent Training Providers, Specialist Designated Institutes and Voluntary and Community Sector Organisations.
Learning planned end date	The date entered onto the individualised learner record (ILR) when the learner is expected to complete their learning
Learning support	Funding to enable Learning Organisations to put in place a reasonable adjustment, set out in the <a href="#">Equality Act 2010</a> , for learners with an identified learning difficulty and/or disability to achieve their learning goal.
Legal entitlement	The legal entitlement to education and training allows learners to be fully funded who are aged: 19 and over, who have not achieved a grade 4 (legacy grade C), or higher, and study for a qualification in English or maths up to and including level 2, and/or 19 to 23, if they study for a first qualification at level 2, and/or level 3 and 19 and over, who have digital skills assessed at below level 1.
Local flexibility	Regulated qualifications, and or their components, and non-regulated learning that the CPCA funds, that is <b>not</b> part of the English and maths, or level 2 or level 3 legal entitlement offer. All regulated and non-regulated learning that is available for funding through the flexible local offer is listed on <a href="#">find a learning aim</a> .
Low wage scheme	The threshold of £22,500 is our 2023/24 annual gross salary, Learning Organisations will need to check they are applying the correct rate
Non-formula community learning funding	Where applicable, Learning Organisations receive a non-formula funded community learning allocation' as part of their AEB which is paid on a monthly profile. Submission of ILR data does not generate a funding value for the learning aim/s a learner participates on. Instead, Learning Organisations attribute costs up to the value of their non-formula community learning allocation. Learning Organisations submit community learning data through funding model 10. More information is available in the <a href="#">2023 to 2023 ILR Specification</a> .
Non-regulated learning	Learning which is not subject to awarding organisation external accreditation in the form of a regulated qualification. It may be designed, delivered and certificated by a Learning Organisation or another organisation. This could include - independent living skills and engagement learning, employability and work skills, labour market re-entry, technical education tasters, basic digital skills, community learning



Term	Description
Not in employment, education and training (NEET)	A young person aged 16 to 24 who is no longer in the education system and who is not working or being trained for work.
Occupational Standard	The requirements for competence in the duties of an occupation which are approved and published by the <a href="#">IATE</a> . They include knowledge, skills and behaviours.
Ofqual	The <a href="#">Office of Qualifications and Examinations Regulation</a> , which regulates qualifications, examinations and assessments in England.
Ofsted	The Office for Standards in Education, Children’s Services ad Skills.
Ordinarily resident	For funding purposes, a person who normally lives in the United Kingdom, can live there by law, and return there after temporary trips outside the country. Temporary absences from a country due to the resident or a relevant family member working or travelling abroad would be discounted when considering ordinary residency.
Personal learning record (PLR)	A database which allows resident residents access to their past and current achievement records. These can be shared with schools, colleges, further education training Learning Organisations, universities or employers.
Planned learning end date	The date entered onto the Individualised Learner record (ILR) when the resident is expected to complete their learning.
Recognising and Recording Progress and Achievement (RARPA)	The Learning and Work Institute have undertaken a consultation on the RARPA Cycle and have published updated RARPA Guidance. This comprises a clear framework designed to support residents through the learning process, identifying key outcomes. It provides a robust approach to quality control and improvement of non-regulated provision with a focus on self-assessment that supports standards acceptable to the Office of Standards in Education (Ofsted). You can access further information from The Learning and Work Institute.
Recognition of prior learning (RPL) -	An assessment method that considers whether a resident can demonstrate that they can: <ul style="list-style-type: none"> <li>• meet the outcomes for a qualification or a component of a qualification through knowledge, understanding or</li> <li>• skills they already have and so do not need to undertake a course of learning for that component or qualification.</li> </ul>
Regulated Qualifications Framework (RQF)	The RQF provides a way of understanding and describing the relative Level and size of qualifications. The RQF, operated by Ofqual, is a single regulatory framework containing a range of general, technical and professional qualifications.
Resident Support	Support provided under learner support to learners who has a home postcode in the Combined Authority area.

Term	Description
Sector-based Work Academy Programme (SWAP)	Sector-based Work Academy Programme is a DWP scheme that offers pre-employment training, work experience placements and a guaranteed job interview for recipients of Jobseeker's Allowance (JSA), Universal Credit (all work-related requirements group) or Employment and Support Allowance.
Self-certification	A process where the resident can confirm something through their own signature.
Senior responsible person	For example: chief executive, managing director, principal or their equivalent.
Skills advisory panel (SAP)	SAPs aim to bring together local employers and skills Learning Organisations to pool knowledge on skills and labour market needs, and to work together to understand and address key local challenges. This includes both immediate needs and challenges and looking at what is required to help local areas adapt to future labour market changes and to grasp future opportunities. This will help colleges, universities and other Learning Organisations deliver the skills required by employers, now and in the future.
Skills Bootcamp	A skills bootcamp is a bespoke employer-led level 3-5 programme, designed to meet skills needs within the economy. Following a procurement process, the skills bootcamp programme will begin from June 2023.
Small or medium sized enterprise (SME)	The category of micro, small and medium-sized enterprises made up of enterprises that employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euros, and/or an annual balance sheet total not exceeding 43 million euros.
Start of learning	The date on which learning begins. We do not consider enrolment, induction, diagnostic assessment or prior assessment to be part of learning.
State benefits	State benefits are contributions, both financial and nonfinancial, made by central and local government to residents in certain circumstances to meet their day-to-day living needs.
Statutory entitlement	The statutory entitlement to education and training allows residents to be fully funded who are aged: 19 and over, who have not achieved a Grade A*-C, grade 4, or higher, and study for a qualification in English or maths up to and including level 2 and 19 to 23, if they study for a first qualification at level 2 and/or level 3.
Subcontractor	A separate legal entity that has an agreement with you to deliver any element of the education and training we fund. A separate legal entity includes companies in your group, other associated companies and sole traders. It also includes residents who are self-employed or supplied by an employment agency, unless those residents are working under your direction and control, in the same way as your own employees.

<b>Term</b>	<b>Description</b>
Take home pay	An unemployed learner may also receive an income alongside their benefit claim. In order to be fully funded under the unemployed definition their “take home pay” (stated on the Universal Credit statement) is less than £494 a month (sole adult in their benefit claim) or less than £782 a month (joint benefit claim with partner).
Traineeship programme	A programme to help unemployed young people to develop the necessary skills and experience to progress to an apprenticeship or long-term work.
UK Learning Organisation reference number	A unique identifying number given to all Learning Organisations by the UK register of learning Organisations.
Unique resident number	A 10-digit number used to match a resident's achievement to their personal learning record (PLR).
Work programme	A government programme operated by the Department for Work and Pensions aimed at getting long-term unemployed residents into work.
Young people’s funding methodology	The funding methodology for individuals aged 16 to 19 (and those aged 19 to 24 with an EHC plan). You can access 16 to 19 funding methodology on GOV.UK.
Virement	The process of moving money from one financial account or part of a budget to a different one.

## 35 Annex H: Summary of main changes against CPCA AEB 2022-23 Funding and Performance Management Rules for Learning Organisations, Version 2

We have highlighted the main changes from CPCA Adult Education Budget Funding and Performance Management Rules for Learning Organisations, Version 2, January 2023 in the table below.

Please note that this is not an exhaustive list of all changes. You must refer to the main document for the definitive rules, which apply to all Learning Organisations of education and training who receive funding from the Combined Authority.

If you have a specific query on the funding rules, please speak to your Combined Authority Relationship Manager.

Section	Change
Low Wage	Low Wage Scheme rises to £22,500
Disadvantage uplift	Local disadvantage uplift for deprived areas from 4% to 8%
Armed Forces Covenant	Fully funded courses for those covered by the Armed Forces Covenant
Profile Payment	Added Grant funded Learning Organisations paid on a flat profile for AEB & FCFJ
Youth Offer - Enrichment	Youth Offer for 19-23 Entitlement for enrichment, WEX etc (£250)
Care Leavers 19-22 Bursary	Care Leavers 19-22 Bursary increases to £1,500 plus enhanced offer
Community Learning	Community Learning provision types, from four to seven delivery strands
Essential Skills & First Full Level 2	10% uplift to Adult Skills funding under: <ul style="list-style-type: none"> <li>• All first full level 2s under the legal entitlement</li> <li>• All English and maths learning which is fully funded under the legal entitlement plus Basic Skills English and maths qualifications</li> </ul>
Level 3 Free Courses for Jobs	New section added: CPCA will be able to use 50% of ringfenced Free Courses for Jobs funding to fund Level 3 qualifications not included in the national list of qualifications

Licence to Practise	New sentence added: Licenses to Practice (SIA) now funded and should only be claimed when a learner has passed the associated qualification/s.
Earning Boost Earnings	In 2023 to 2024 we will apply a 2.2% increase to the final earnings for all AEB formula-funded provision (excluding associated learner and learning support). In addition, we will apply a 20% boost on top of earnings for all AEB formula-funded provision in 6 sector subject areas: Engineering, Manufacturing Technologies, Transport Operations and Maintenance, Building and Construction, ICT for Practitioners, and Mathematics and Statistics.
Residency eligibility	Updated and we have clarified the rules for family members of UK nationals
Traineeships	New section added
Evidence, Starting Participating and Achieving Leaving Learning	New section added to strengthen the CPCA approach
Qualifying Days for Funding	New sentence added to strengthen CPCA approach to planned GLH
ESFA Sub-Contractor Standard	New sentence added: In 2023/24 academic year, the Combined Authority will be implementing the ESFA Sub-Contracting Standard
Breaks in Learning	New sentence added: Breaks must not be used to suspend learning and approach to continued learners.
Earnings Adjustment Statement	New paragraph added: Manual EAS claims expectations ie delivery progress and forecast outturn
Performance Management	Section renamed from CPR to PMP