

CPCA Coding Guidance 2024/2025

Version 1.1 – November 2024

This document sets out the details of data about Further Education (FE) learners, and their learning that must be collected by colleges, independent training providers and local authorities contracted by the Cambridgeshire and Peterborough Combined Authority (CPCA).

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Version Control

Version 1.0: Released November 2024 – First original version

Version 1.1: Revised November 2024 – Updates to document are corrections to typographical errors only, no new content added.

Introduction

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

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

The funding model being referred to within this document is for Funding Model 35/38 and will reference those learners only with a CPCA home postcode at the start of each learning aim undertaken. The source of funding for CPCA funded learners is 115.

The CPCA postcode list will be published by the ESFA on the 1st August 2024:

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

The information here does not cover information already provided to providers by the ESFA or CPCA within the following, but not limited to:

- ESFA:
 - ILR specification, validation rules and appendices 2024 to 2025
 - Provider Support Manual 2024/25
- CPCA
 - Adult Skills Fund: Funding and Performance Management Rules 2024 to 2025
 - CPCA Postcodes

Please read the requirements for Funding Models 35 (23/24 continuers) and 38 in the above documents before reading the following document.

This guidance will go through how the CPCA will require the provider to code specific fields in the ILR depending on if the aim is being funded via grant (non-procured) or procured, colleges or competitive tender (Independent Training Providers).

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

Vocational ESOL

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

A Vocational ESOL programme will have the following components:

- An ESOL learning aim
- A vocational learning aim
- Employability aim

The ILR must be coded as followed:

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Learner Postcode	Y	Student must have a CPCA postcode
FundModel	38	Y	
SOF	115	Y	
DAM	002	N	Required for Procured ASF i.e. All ITP provision and if activity is part of the Grant Growth Contract award
DAM	023	N	Prevents validation error
DAM	054	Y	Identifies the aim as a component of a Vocational ESOL programme

Please ensure that you have permission from the CPCA to deliver ESOL as part of your delivery plan before enrolling learners onto the programme.

DAM code 054 has been introduced to identify learners who are part of this programme. Please use this DAM code for any aim that is part of this programme, including the ESOL aim. If this code is not used, then we will assume it is not part of the programme.

Please note that the Vocational and Employability aims within an ESOL Vocational programme are not automatically fully funded, eligibility will be as per CPCA funding rules.

Armed Forces Covenant

For those who would be fully funded under the Armed Forces Covenant Rules where they would have otherwise not been fully funded, the ILR must be coded as follows:

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Learner Postcode	Y	Student must have a CPCA postcode
FundModel	38	Y	
SOF	115	Y	
FFI	1	Y	Fully Fund the aim
DAM	023	Y	Prevents validation error
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if activity is part of the Grant Growth Contract award
DAM	056	Y	Short Term measure monitoring code

Please refer to the CPCA Adult Skills Fund: Funding and Performance Management Rules 2024 to 2025

English for Speakers of Other Languages (ESOL)

The CPCA will fully fund all learners enrolled onto an ESOL learning aim:

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Learner Postcode	Y	Student must have a CPCA postcode
FundModel	38	Y	
SOF	115	Y	
FFI	1	Y	Fully Fund the aim
DAM	023	N	Prevents validation error
DAM	002	N	Required for Procured ASF i.e. All ITP provision and if activity is part of the Grant Growth Contract award

If ESFA validation rules prevent you from fully funding the learning aim, then please use DAM code 023 to remove the validation errors.

Earnings Threshold

For all providers with learners earning below the CPCA earnings threshold, providers will need to use the following LDM code:

391 Earnings Threshold

Where this LDM code is used for employed learners who earn below the Earnings Threshold satisfying the following conditions:

- Eligible for Co-Funding (for Entry, Level 1, and Level 2) and
- Earning less than £30,491, and
- Enrolled onto a learning up to and including level 2

The ILR must be coded as follows:

ILR Name	ILR code	Mandatory	Notes
EmpStat	10	Y	Employment Status at the start of the learning aim
LSDPostcode	Learner Postcode	Y	Student must have a CPCA postcode
FundModel	38	Y	
SOF	115	Y	
FFI	1	Y	Fully Fund the aim
LDM	391	Y	Learner earns below 'Earnings Threshold'
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if activity is part of the Grant Growth Contract award

Earnings threshold should not be used if activity is covered under legal entitlement (English, Math or 19-23 First Full L2/L3). If a learner falls under both legal entitlement and earnings threshold, then legal entitlement takes precedence, and the low wage DAM code must not be recorded.

Free Courses for Jobs (FCFJ)

The CPCA will fully fund those learners who are aged 19+, who meet the earnings threshold criteria.

The Level 3 aim must be on the list published by the ESFA's [national Free Courses for Jobs qualifications](#)

The ILR must be coded as followed:

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Learner Postcode	Y	Student must have a CPCA postcode
FundModel	38	Y	
SOF	115	Y	
FFI	1	Y	Indicates the learning aim is fully funded
LDM	378	Y	Identifies the aim as FCFJ
LDM	391	N	Learner earns below 'Earnings Threshold'

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

If a 19- to 23-year-old is enrolled onto a FCFJ aim, then it will be funded via your Adult Skills Fund (ASF). Providers should only enrol 19- to 23-year-old residents onto FCFJ if they have an Adult Skills allocation. Those providers with only a FCFJ allocation, must only enrol 24+ learners.

If this aim is the 19- to 23-year-olds first full level 3, then please use legal entitlement as a way of fully funding them before using FCFJ.

Subject to CPCA approval, providers can request that a level 3 qualification be added to the national list which will be given a category code of 56. When qualifications are added to the funding eligibility list, they will become eligible for funding from that publication date.

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

Level 4 and Level 5 Flexibility

For 24/25 level 4 or level 5 aims, the ILR must be coded as followed:

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Learner Postcode	Y	Student must have a CPCA postcode
FundModel	38	Y	
SOF	115	Y	
FFI	1	Y	Fully Fund
DAM	023	Y	Prevents validation error
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if activity is part of the Grant Growth Contract award

The only aims that can be delivered at level 4 or level 5 are those that the provider has had explicit written permission from the CPCA. Please ensure that you are aware of this, as the provider may not be funded for aims which are not pre-approved, this includes the TESOL/CELTA funding

If the provider is delivering learning or training at level 4 or level 5 that does not currently have a LARS code with an applicable Adult Skills funding rate, then the provider will need to contact CPCA. The CPCA will work with the ESFA to ask for a new LARS code to be generated and made available for use.

‘Into Employment’ Programme

For a learner to be eligible to be enrolled onto a ‘Into Employment’ programme they must meet one of the following criteria:

- Unemployed or economically inactive
- Employed but income below the earnings threshold.

Based on the learner’s reason for eligibility, please code the ILR for any learning aims within a ‘Into Employment’ programme as follows:

Unemployed or economically inactive:

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Learner Postcode	Y	Student must have a CPCA postcode
EmpStat	11 or 12	Y	Employment Status at the start of the learning aim
FundModel	38	Y	
SOF	115	Y	
LDM	391	Y	Learner earns below ‘Earnings Threshold’
DAM	002	N	Required for Procured ASF i.e. All ITP provision and if activity is part of the Grant Growth Contract award

Employed but income below the earnings threshold:

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Learner Postcode	Y	Student must have a CPCA postcode
EmpStat	10	Y	Employment Status at the start of the learning aim
FundModel	38	Y	
SOF	115	Y	
LDM	391	Y	Learner earns below ‘Earnings Threshold’
DAM	002	N	Required for Procured ASF i.e. All ITP provision and if activity is part of the Grant Growth Contract award

The main aim in a 'Into Employment' programme will already be set up in [Find a Learning Aim \(FALA\)](#).

Aim Reference	Aim Title	'Other Funding Adjustment' Field			
		30 GLH	60 GLH	90 GLH	120 GLH
Z0010489	Into Employment: SSA Tier 1 Health, Public Services and Care	null	200	300	400
Z0010490	Into Employment: SSA Tier 2 Science and Mathematics	null	200	300	400
Z0010491	Into Employment: SSA Tier 3 Agriculture, Horticulture and Animal Care	null	200	300	400
Z0010492	Into Employment: SSA Tier 4 Engineering and Manufacturing Technologies	null	200	300	400
Z0010493	Into Employment: SSA Tier 5 Construction, Planning and the Built Environment	null	200	300	400
Z0010494	Into Employment: SSA Tier 6 Information and Communication Technology (ICT)	null	200	300	400
Z0010495	Into Employment: SSA Tier 7 Retail and Commercial Enterprise	null	200	300	400
Z0010496	Into Employment: SSA Tier 8 Leisure, Travel and Tourism	null	200	300	400
Z0010497	Into Employment: SSA Tier 9 Arts, Media and Publishing	null	200	300	400
Z0010498	Into Employment: SSA Tier 13 Education and Training	null	200	300	400
Z0010499	Into Employment: SSA Tier 14 Preparation for Life and Work	null	200	300	400
Z0010500	Into Employment: SSA Tier 15 Business, Administration and Law	null	200	300	400

The main aim of the 'Into Employment' programme has been setup has a base value of £240 (30 GLH), please use the Other Funding Adjustment field only when the learner is doing 60, 90 or 120 GLH. For example, if the GLH is 60, then please insert 200 into the 'OtherFundAdj' field. If the GLH is 90 or 120, then please insert the appropriate figure into the 'OtherFundAdj' field, using the table above.

In addition, any on programme funding the CPCA will also pay the cost of a license where it is an occupational requirement (e.g. SIA, FLT license, CSCS) up to £750. In exceptional cases, the CPCA may agree additional payment where the cost is above this amount. In advance of delivery, the cost breakdown associated with any licence must be discussed and agreed with the CPCA.

In the ILR the way to claim for the license is as follows:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010477	Y	CPCA 'Into Employment License' aim
LSDPostcode	Learner Postcode	Y	Student must have a CPCA postcode
FundModel	38	Y	
SOF	115	Y	
OtherFundAdj	xxx	Y	Please use this field to adjust the base cost of this aim to reflect the cost of the license
LDM	391	Y	Learner earns below 'Earnings Threshold'
DAM	002	N	Required for Procured ASF i.e. All ITP provision and if activity is part of the Grant Growth Contract award

The aim that has been setup as a base value of £100, please use the Other Funding Adjustment field to claim the correct amount. For example, the cost if the license is £150, then please insert 150 into the 'OtherFundAdj' field. If the cost of the license is £500, then please insert 500 into the 'OtherFundAdj' field.

Where residents have declared an additional need due to ill health and/or disability (LLDDHealthProb=1), £8/hour can be claimed for evidenced wrap-around support funding up to a maximum of 7 hours (£56). This will cover the full life cycle of the learner's journey including progression and tracking. Funding will be claimed through the EAS relating to direct guided learning support and monitoring. CPCA will request an additional document to be completed and returned monthly, which will record a full breakdown per learner on wrap-around support provided. The funding identified should match EAS claims.

For 2024/25 the EAS claim spreadsheet has six MCA/GLA adjustments where you can claim funding for a particular month. If providers wish to claim the £8/hour, then they must record this claim against MCA/GLA Defined Adjustment 2. For example, if the learner required an additional 7 hours of support, 3 in October 24 and 4 in November 24, then the provider would enter £24 against MCA/GLA Defined Adjustment 2 for October and £32 for November.

If after completing a 'Into Employment' programme, the learner starts a new job, then the provider can claim £100 for a Day 1 job outcome by submitting the following in the ILR:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010478	Y	
LSDPostcode	Learner Postcode	Y	Student must have a CPCA postcode
FundModel	38	Y	
SOF	115	Y	
DAM	002	N	Required for Procured ASF i.e. All ITP provision and if activity is part of the Grant Growth Contract award
DAM	023	N	Prevents validation error

If the learner manages to sustain that job for 13 weeks, then the provider can claim a further £250 by doing the same as above but using learning aim Z0010479.

When claiming any one of the two job incentive payments, we require you to use the same start date, planned end date and actual end date as when they started the programme.

For example, a student is enrolled on an 'Into Employment' programme with a start date of 07/10/2024 and a planned end date of 18/10/2024. The learner then successfully completes the course and goes onto start a job:

ILR Name	ILR Code
LearnAimRef	Z0010478 or Z0010479
Start Date	07/10/2024
Planned End Date	07/10/2024
Actual End Date	07/10/2024
Completion Status	2
Outcome	1

For the provider to claim a sustained job outcome payment, appropriate evidence must be kept by the provider.

Please note, that all evidence and payments for all incentives will be subject to CPCA compliance checks.

Please only enrol the student onto any one of the 2 incentive aims after they have achieved that incentive outcome, and you hold suitable evidence to show that it has happened.

We would also expect the learner's destination and progression record to accurately reflect the learner's journey from unemployment to employment.

Care to Leave Bursary

Within the 24/25 funding rules the CPCA will be increasing the amount paid from £1200 to £1500 for each learner.

The way to claim this is by submitting the claim through the Earnings Adjustment Statement and recording the amount against MCA Adjustment 1.

Within the EAS the provider is expected to use one of the following Funding Lines, depending on whether the provider is a grant or ITP:

- Adult Education - Eligible for MCA/GLA funding (non-procured)
- Adult Education - Eligible for MCA/GLA funding (procured)
- National Skills Fund - Eligible for MCA/GLA funding (non-procured)
- National Skills Fund - Eligible for MCA/GLA funding (procured)

Then the provider will be expected to use MCA/GLA Defined Adjustment 1 to record the amount being claimed.

Please contact the CPCA if you have any learners who fall under the 'Care Leavers Bursary', and we will provide more guidance about the process to claim additional funding.

Youth Offer - 19-23 Entitlement – Uplift for Enrichment

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 regardless of the number of these qualifications that they are taking.

The offer will be open to all learners who are 19-23 at the start date 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

In addition to whichever course entitlement the learner meets above, the entitlement must be a qualification that has a planned length of at least 168 days in duration. Furthermore, the learner will only be able to claim the £250 once they have met the 42 minimum qualifying days.

The way this needs to be coded in the ILR to generate the £250 is as follows:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0009792	Y	
LSDPostcode	Learner Postcode	Y	Student must have a CPCA postcode
FundModel	38	Y	
SOF	115	Y	
FFI	1	Y	Indicates the learning aim is fully funded
DAM	023	N	Prevents validation error
DAM	002	N	Required for Procured ASF i.e. All ITP provision and if activity is part of the Grant Growth Contract award

When claiming the Youth Offer payment, we require you to use the same start date, planned end date and actual end date. This date will need the same as the start date against the entitlement aim being used to claim the Youth Offer.

For example, a 21-year-old learner enrolls onto their first full level 3 with a start date of 16/09/2024 and a planned end date of 04/07/2025. Once the learner has attended at least the 42 minimum qualifying days, then the provider is ready to claim the £250. Along with the information in the above table, the dates (and status's) in the ILR will need to be recorded as follows:

ILR Name	ILR Code
LearnAimRef	Z0009792
Start Date	16/09/2024
Planned End Date	16/09/2024
Actual End Date	16/09/2024
Completion Status	2
Outcome	1

Earnings Adjustment Statement (EAS)

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

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

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

Types of Funding Lines available:

- Adult Education - Eligible for MCA/GLA funding (non-procured)
- Adult Education - Eligible for MCA/GLA funding (procured)
- NSF Free Courses for Jobs - Eligible for MCA/GLA funding (non-procured)
- NSF Free Courses for Jobs - Eligible for MCA/GLA funding (procured)

Types of Adjustment Lines available:

- Excess Learning Support
- Authorised Claims
- Princes Trust
- Learner Support 19+ Hardship
- Learner Support 20+ Childcare
- Learner Support Residential Access Fund
- Learner Support IT devices and connectivity costs
- Learner Support Administration Expenditure
- MCA/GLA Defined Adjustment 1
- MCA/GLA Defined Adjustment 2

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

ITP providers may be expected to submit a full breakdown of claims which should be submitted directly to the CPCA.

Regarding the separate funding claims in the academic year, providers will need to fill in the 'forecasted delivery' for each field for the mid-year forecast claim and year-end forecast funding claim for the rest of the year. This forecast does not get used for setting allocations. We use forecasts to understand the wider performance of the sector and to manage budgets. Therefore, the forecast you provide in your mid-year and year-end forecast funding claims must be realistic; it must be based on actual and/or expected demand. Before submitting your forecast, you must ensure any funding errors identified have been corrected in your latest data return.

In your final funding claim, you only need to agree the figures, as we will use your ILR/EAS to pre-populate your actual delivery figures.

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

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

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

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

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

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

The validation rules will prevent providers returning data for calendar months after the month relating to the current collection. For example, the R06 collection in the 2024 to 2025 year is open until 06 February 2025, but the latest calendar month which may be returned in this file is calendar month 1 (January) in calendar year 2024.

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

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

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

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

Filename

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

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

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

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

Providers can find more information about submitting an EAS and the format it should be in, by clicking on the following link:

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

Submission

This file will be needed to be uploaded to the ESFA's Submit Learner Data portal in line with the data collection timetable for ILR returns 24/25.

Sector Identification

Within the delivery plans providers fill out for 24/25, there are various sectors that the CPCA would like to focus on for the upcoming academic year. Below are the ways in which we will be able to identify them in the ILR:

Growth Sector

Life Sciences – Please use DAM code: 079

Agri-Tech – Please use DAM code: 077

Digital – Identified by Sector Subject Areas 9.2, 9.3 and 6.1 (not digital entitlement)

Advanced Engineering/Manufacturing – Identified by Sector Subject Areas 4.1, 4.2 AND Level 3 and above

Priority

Retail - Identified by Sector Subject Area 7.1

Hospitality and Leisure – Identified by Sector Subject Area 7.4

Construction - Identified by Sector Subject Area 5

Transport and Logistics – Identified by Sector Subject Area 4.3

Education and Training - Identified by Sector Subject Area 13

Engineering/Manufacturing – Identified by Sector Subject Areas 4.1, 4.2 AND Level 2 or below.

Health and Social Care - Identified by Sector Subject Areas 1.3

Data Validation

Below are the current validation rules the CPCA will use in 24/25:

- Providers can only use DAM code 001 if they have had approval from the CPCA. This DAM code allows the provider to fund learners outside the CPCA region and switches off the current postcode validation rules. If the provider uses DAM code 001 for a postcode within the CPCA, we will invalidate this aim, and it will not be funded.
- Grant providers (with aims that are part of a successful growth bid) and **ALL** Independent Training providers must use DAM code 002. This code is required to distinguish procured ASF from allocated ASF.
- The CPCA will not fund an aim if the provider returns an Employment Status of 98 - Not known / not provided. We expect all our providers to collect an employment status of either 10, 11 or 12.
- The use of Postcode ZZ99 9ZZ in the Learning Start Date Postcode – LSDPostcode field must be kept to a minimum. This postcode is intended to be used where the postcode is unknown, or the learner is in a postcode that is not in the latest FIS validation but in the CPCA. We expect this to be checked and updated every month by the provider.
- The CPCA will monitor the use of DAM code 023 and 072 and if it is not used in one of the ways detailed in this document then the CPCA will not pay for it. Furthermore, if DAM code 023 is used on an aim that does not require it (English or Maths as an example, which is a legal entitlement), then this will not be paid. There must be a reason why DAM code 023 has been used.
- For 24/25, there should be no use of DAM code 023 for Level 3 learning aims, unless a written exception is granted by the CPCA. A learner can be fully funded on a level 3 aim, either via FCFJ or by their legal entitlement, without the use of DAM code 023.
- For 24/25, there should be no use of the DAM code 010, which was the ‘Devolved AEB Low Wage Pilot’ in 23/24. This has now been replaced by LDM code ‘391’, which identifies, learners earning below the ‘Earnings Threshold’.
- The CPCA will monitor the use of DAM and LDM codes. CPCA will not pay for any learning aims that contain any DAM or LDM codes that do not meet the criteria set out in this document.
- The CPCA will monitor the use of the ‘Other Funding Adjustment Field’. If it is used in way that is not described in this document, then the aim will not be paid.
- The CPCA will not pay for any aims where ‘Funding for prior learning’ is 100 or over.
- The CPCA will not fund aims delivered by a ‘partner’ or ‘sub-contractor’ unless it has been explicitly agreed with the CPCA prior to enrolment.