CPCA ILR Coding Guidance 2025 to 2026

Version 2.0 – October 2025

This document outlines the data collection requirements for Further Education (FE) learners and their learning, applicable to colleges, independent training providers, and local authorities funded by the Cambridgeshire and Peterborough Combined Authority (CPCA).

Summary of Changes from version 1.0

This version replaces the CPCA ILR Coding Guidance 2025–26 Version 1.0 (June 2025). It reflects feedback from providers and updates made following publication of the ASF Funding Rules 2025–26. The main changes are summarised below.

General

- Document refreshed and reformatted for clarity, with updated cross-references to the ASF Funding Rules 2025–26.
- Minor edits to improve readability, consistency and alignment with DfE/ESFA ILR terminology.

Youth Offer Payment

- New section "Eligibility by Provider Type":
  - Grant-funded providers – can claim for any eligible 19–23-year-old learner.
  - Independent Training Providers (ITPs) – can only claim for learners within their Lot 1 allocation; learners in Lot 2 or Lot 3 are not eligible.
- Confirmed learning-aim references (Z0010831–Z0010835) and payment rates.
- Clarified that start, planned end and actual end dates for the claim aim must all match the learner's main aim start date.

Supporting People into Employment

- Section rewritten to reflect the new Lot-based eligibility model:
  - Added table linking Age and Employment Status to Lots 1, 2 and 3.
  - Introduced definitions for Key Growth and Underpinning Sectors with SSA Tier 2 codes.
  - Stated that Key Growth sectors take priority where an aim meets both criteria.
  - Explained new system logic – aims are assessed for Lot 3 eligibility first, then default to Lot 1 where applicable.
  - Removed the previous requirement to use DAM codes to identify Lots.

Regulated Learning

- New section added:
  - Providers delivering regulated or SWAP aims must record DAM code 016 against each aim.
  - Clarifies that this ensures consistent identification of regulated and SWAP provision across all Lots.

Sector Identification

- Section finalised (was TBC in v1.0).
- Sets out Key Growth, Regional Foundation and National Priority Sectors, with corresponding DAM codes (077, 078, 079, 092–097).
- Confirms only one sector identification DAM may be recorded per learning aim.

Other updates

- Updated examples and Z-codes for job outcome and licence payments.
- Improved wording in Data Validation for clarity (no rule changes).
- Added references and formatting improvements throughout.

In summary:

Version 2.0 provides clearer rules on Lot allocation, regulated provision and sector identification, and ensures alignment with current ASF Funding Rules.

Contents

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 for FE providers, for performance monitoring, future planning and to ensure that public money is being spent in-line with CPCA priorities.

The funding model referred to in this document is Funding Model 38, which was introduced in the 2024/25 academic year, replacing the previously used Funding Model 35.

This document applies only to learners who have a CPCA home postcode at the start of each learning aim. The source of funding for CPCA-funded learners is 115. The CPCA postcode list will be published by the DfE:

https://www.gov.uk/government/publications/adult-skills-fund-asf-postcode-files

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

- DfE:
    - ILR specification, validation rules and appendices 2025 to 2026
    - Provider Support Manual 2025/26
- CPCA
    - Adult Skills Fund: Funding Rules 2025 to 2026
    - 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).

This 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 DfE 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.

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 all Procured Devolved Adult Skills contracts. All ITPs must use this DAM code against all their aims
DAM	056	Y	Short Term measure monitoring code

Please refer to the ASF Funding Rules 2025 to 2026 for further guidance on eligibility.

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 all Procured Devolved Adult Skills contracts. All ITPs must use this DAM code against all their aims

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

Please DO NOT apply DAM code 023 as a blanket rule for each ESOL enrolment. If the learner is already fully funded due to being unemployed/below earnings threshold then please do not apply DAM code 023. This will then help the CPCA to monitor the effectiveness of the policy via the use of DAM code 023.

Earnings Threshold

The CPCA has introduced the earnings threshold as part of a new eligibility criteria that enables learners to be fully funded if they earn below £30,491. This policy entitlement is for learners who are unemployed, employed or self-employed. This threshold is specific to the CPCA.

If the learner can be fully funded because they earn below the earnings threshold (please see ASF Funding Rules 2025 to 2026), then 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
LDM	391	Y	Learner earns below 'Earnings Threshold'
DAM	002	N	Required for all Procured Devolved Adult Skills contracts. All ITPs must use this DAM code against all their aims

The Earnings threshold should not be used if activity is already covered under legal entitlement. If a learner falls under both legal entitlement and earnings threshold, then legal entitlement takes precedence, and the LDM code must not be recorded.

Free Courses for Jobs (FCFJ)

The CPCA will fully fund those learners who are aged 19+, who meet the criteria set out in the ASF Funding Rules 2025 to 2026.

The Level 3 aim must be on the list published by the DfE'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 FCFJ aims. Please do not input this code into your ILR data as the aim may not be valid when received by the CPCA and may not be paid.

New for academic year 25/26, is that all learners regardless of age will be funded via the 'DA/GLA Adult Skills Fund free courses for jobs' funding line. In previous years if a 19- to 23-year-old was enrolled onto a FCFJ aim, then they would have been funded via your 'DA/GLA Adult Skills Fund core' funding line.

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

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 from the CPCA for the delivery of FCFJ provision are authorised to submit ILR data. Providers that have not been approved must not submit ILR records, as these will not be eligible for funding.

ESOL Teaching Qualifications

For academic year 25/26, the CPCA will continue to fund the Level 5 Certificate in Teaching English to Speakers of Other Languages and the Certificate in Teaching English to Speakers of Other Languages (CELTA).

Learners who are unemployed, or employed and earning below the earnings threshold, may be eligible for full funding. Learners who do not meet these criteria will not be funded. Full eligibility requirements are detailed in the ASF Funding Rules 2025 to 2026.

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 Funded
LDM	391	N	Learner earns below 'Earnings Threshold'
DAM	023	Y	Prevents validation error
DAM	002	N	Required for all Procured Devolved Adult Skills contracts. All ITPs must use this DAM code against all their aims

Only aims at Level 4 or Level 5 that have received explicit written permission from the CPCA may be delivered. Providers must ensure they have approval in place, as funding will not be provided for unapproved aims. This includes TESOL/CELTA qualifications.

If a provider intends to deliver a Level 4 or Level 5 aim that does not currently have a LARS code with an applicable Adult Skills funding rate, they must contact the CPCA. The CPCA will liaise with the DfE to request that a new LARS code is generated and made available for use.

To request written permission or to discuss approval of a new qualification, please email: **aebdevolution@cambridgeshirepeterborough-ca.gov.uk**

Assessing Qualifications for the FE Sector

For academic year 25/26 the CPCA will fully fund the following qualifications that support the growth of occupationally competent assessors within the further education sector:

- L3 Award in Underpinning principles and practices of Assessment

- L3 Award in Assessing Vocational Related Achievement

- L3 Award in Assessing Competence in the Work Environment

- L3 Certificate in Assessing Vocational Achievement

For full details on eligibility please see the ASF Funding Rules 2025 to 2026, but please note this is only fully funded for those who are already employed. Learners who do not meet these requirements will not be funded at all.

The ILR must be coded as followed:

ILR Name	ILR code	Mandatory	Notes
EmpStat	10	Y	Employment Status must be 'Employed'
LSDPostcode	Learner Postcode	Y	Student must have a CPCA postcode
FundModel	38	Y	
SOF	115	Y	
FFI	1	Y	Fully Funded
DAM	023	Y	Prevents validation error
DAM	002	N	Required for all Procured Devolved Adult Skills contracts. All ITPs must use this DAM code against all their aims

In this instance, providers may use DAM code 023 for each aim if the learner meets the eligibility criteria.

Qualifications for the Supported Employment Workforce

For academic year 25/26 the CPCA will fully fund the following L3 qualifications that support the growth of an occupationally competent workforce for the successful delivery of Connect to Work and supported employment via the Individual Placement Support and SEQF models. These qualifications are available through the awarding organisation Gateway Qualifications Limited.

- Certificate for Supported Employment Practitioners
- Award in Engaging Employers in Supported Employment
- Award in Engaging Job Seekers in Supported Employment
- Award in Job Matching and Securing Supported Employment
- Award in In-work support and Career Development for Supported Employment
- Award in working with job seekers to identify and plan for supported employment

For full details on eligibility please see the ASF Funding Rules 2025 to 2026, but please note this is only fully funded for those who are already employed. Learners who do not meet these requirements will not be funded at all.

The ILR must be coded as followed:

ILR Name	ILR code	Mandatory	Notes
EmpStat	10	Y	Employment Status must be 'Employed'
LSDPostcode	Learner Postcode	Y	Student must have a CPCA postcode
FundModel	38	Y	
SOF	115	Y	
FFI	1	Y	Fully Funded
DAM	023	Y	Prevents validation error
DAM	002	N	Required for all Procured Devolved Adult Skills contracts. All ITPs must use this DAM code against all their aims

In this instance, providers may use DAM code 023 for each aim if the learner meets the eligibility criteria.

Care to Leave Bursary

Within the 25/26 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 provider or an ITP:

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

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

If you have learners who may be eligible for the Care Leavers Bursary, please refer to the ASF Funding Rules 2025 to 2026 for full guidance on eligibility and the claims process. Additional guidance can be provided by the CPCA if required.

Youth Offer Payment

Each learner who is 19-23 years old and is funded in the ILR for a 25/26 start can claim a full or aggregated payment of up to £250 payment. A maximum of £250 can be claimed per learner per academic year regardless of the number of qualifications the learner is undertaking.

The offer will be open to all learners who are 19-23 on their main aim start date and meet the following criteria:

- They must meet the ASF Funding rules on residency and eligibility for the main aim (See ASF Funding Rules 2025 to 2026).
- The main aim must be funded via the ASF funding line and not FCFJ or Tailored Learning.
- The learners main aim must have started in the 25/26 academic year.
- The main aim must have passed the funding qualifying period and have drawn down 'on-programme' funding. Main aims which have not drawn down any funding in the ILR will not qualify for the Youth Offer payment.
- The Guided Learning Hour (GLH) thresholds in the tables below must be based on 'Actual' attendance and not 'Planned' or 'Timetabled' activity.
- The minimum attendance is 5 GLH on their main aim.

Eligibility by Provider Type

- For Grant-funded providers, the Youth Offer payment is available for any eligible 19–23-year-old learner meeting the above criteria.
- For Independent Training Providers (ITPs), the Youth Offer payment is available only for learners within their Lot 1 allocation. Those learners that fall into Lot 2 or Lot 3 will not be able to claim this Youth Offer payment.

Only once all the criteria above have been met can the provider claim the payment using the following learning aims. Please wait until the learner has surpassed their expected threshold below before submitting one of the aims. There is no need to submit multiple aims after each threshold is passed:

Learning Aim Reference	Learning Aim Title	Youth Offer Payment
Z0010831	Youth Offer - Min 5 GLH	£50 per learner
Z0010832	Youth Offer - 6 to 10 GLH	£75 per learner
Z0010833	Youth Offer - 11 to 20 GLH	£125 per learner
Z0010834	Youth Offer - 21 to 30 GLH	£200 per learner
Z0010835	Youth Offer - 31 GLH or over	£250 per learner

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

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010833	Y	Appropriate learning aim from above
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 all Procured Devolved Adult Skills contracts. All ITPs must use this DAM code against all their aims

When recording the Youth Offer payment in the ILR, the Start Date, Planned End Date and Actual End Date must all be the same date. This single date should match the start date of the learner's main aim that the Youth Offer payment relates to.

For example, a 21-year-old learner enrols onto a level 1 aim with a start date of 15/09/2025 and a planned end date of 03/07/2026. Once the learner has met the criteria mentioned above, then the provider is ready to claim the Youth Offer payment.

The ILR will need to be recorded as follows:

ILR Name	ILR Code
LearnAimRef	Z0010833
Start Date	15/09/2025
Planned End Date	15/09/2025
Actual End Date	15/09/2025
Completion Status	2
Outcome	1

Supporting People into Employment

The CPCA has commissioned providers to deliver targeted programmes designed to support residents into employment. These include:

- Lot 1 - Youth Offer (19-23)
- Lot 2 - Skills for Employment (24+)
- Lot 3 - Skills for Growth (19+)

Providers must refer to the ASF Funding Rules 2025 to 2026 to determine whether a learner is eligible for one of the three initiatives above.

For ITPs to identify which Lot a learning aim falls under, the following criteria will apply:

Age	Employment Status	Lot
19 to 23	Employed (Emp Stat 10)	Either Lot 1 or Lot 3 (see below)
19 to 23	Unemployed (Emp Stat 11 or 12)	Lot 1
24 and over	Unemployed (Emp Stat 11 or 12)	Lot 2
24 and over	Employed (Emp Stat 10)	Lot 3 (see below)

For a learning aim to be eligible for Lot 3, it must fall within either a Key Growth or Underpinning sector. Please refer to the 'Sector Identification' section later in this document for the definition of a Key Growth sector.

An Underpinning sector is defined as a learning aim within one of the following Sector Subject Areas (Tier 2):

SSA Tier 2 Code	SSA Tier 2 Name
1.1	Medicine and dentistry
1.2	Nursing, and subjects and vocations allied to medicine
1.3	Health and social care
1.4	Public services
4.1	Engineering
4.3	Transportation operations and maintenance
5.2	Building and construction
7.2	Warehousing and distribution
7.4	Hospitality and catering
13.1	Teaching and lecturing
13.2	Direct learning support
15.1	Accounting and finance

In rare cases where a learning aim falls within both a Key Growth and an Underpinning sector, priority will be given to the Key Growth classification.

If a learning aim is potentially eligible for either Lot 1 or Lot 3, and the provider holds allocations for both, the system will automatically assess the aim against the Lot 3 eligibility criteria first. Where the aim meets these criteria, it will be recorded against Lot 3. If the aim does not meet the Lot 3 criteria, it will be recorded against Lot 1.

This process ensures that providers with allocations under both lots utilise their Lot 3 allocation in full before drawing down funding from Lot 1. Once the Lot 3 allocation has been fully used, any remaining eligible aims will default to Lot 1.

The previous version of this coding guidance required the use of a DAM code to distinguish between Lots. This requirement has now been removed.

Carbon Literacy

The CPCA Funding Rules include provision for learners to undertake a Carbon Literacy accreditation as part of one of the three employment-focused programmes outlined above. This must be recorded in the ILR as follows:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0009793	Y	CPCA Sustainability Course Additional Payment
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 all Procured Devolved Adult Skills contracts. All ITPs must use this DAM code against all their aims

Non-Regulated Learning

The CPCA Funding Rules states that non-regulated learning aims may be used as part of one of the three programmes set out above at a rate of £8 per hour. If the provider wishes to use a non-regulated aim, then the provider must use one of the following three aims and make the appropriate adjustment in the ILR, using the Other Funding Adjustment (OtherFundAdj) in the ILR.

Learning Aim Reference	Learning Aim Title
Z0010836	Non-Regulated Youth Offer (19-23)
Z0010837	Non-Regulated Skills for Employment (24+)
Z0010838	Non-Regulated Skills for Growth (19+)

The way to code this in the ILR is as follows:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010836	Y	Appropriate aim from above
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 licence
DAM	023	N	Prevents validation error
LDM	391	N	Learner earns below 'Earnings Threshold'
DAM	002	N	Required for all Procured Devolved Adult Skills contracts. All ITPs must use this DAM code against all their aims

Each of the above aims have been set up as having a base rate of £800 which is equivalent to 100 GLH (£8 per GLH). When submitting the ILR the provider will need to adjust the funding by putting in the amount of GLH being claimed in the Other Funding Adjustment (OtherFundAdj) field.

For example, if a learner is doing 60 GLH of unregulated delivery as part of the Youth Offer (19-23) then the provider would use learning aim Z0010836 and change the OtherFundAdj to 60. This would then change the funding to only claim for 60 hours. This would be the same process if a learner was doing 120 hours, where the OtherFundAdj would need to be 120 and then the funding would automatically change in the ILR. The exact amount of GLH the learner is doing as unregulated will need to be recorded in the OtherFundAdj field. If the learner is doing 100 GLH of unregulated learning, then the OtherFundAdj field can be left blank.

Regulated Learning

Providers delivering regulated learning aims or Sector-based Work Academy Programme (SWAP) aims designed to support people into employment must identify these in the ILR using DAM code 016. Each aim within the programme must have DAM code 016 recorded against it. This ensures consistent identification of regulated and SWAP provision across all Lots.

Job Outcome Payments

These programmes will attract a Day-1 job outcome payment and a Week 13 sustained employment payment of £100 and £250, respectively (evidenced by a declaration signed by the employer, learner, and provider). This should be claimed via the ILR.

If after completing one of these programmes, 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 all Procured Devolved Adult Skills contracts. All ITPs must use this DAM code against all their aims
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 06/10/2025 and a planned end date of 21/11/2025. The learner then successfully completes the course and goes onto start a job:

ILR Name	ILR Code
LearnAimRef	Z0010478 or Z0010479
Start Date	06/10/2025
Planned End Date	06/10/2025
Actual End Date	06/10/2025
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.

CSCS & SIA Licences

As part of supporting learners into employment where a learner is enrolled on a programme that is leading to a job within the security or construction industry, in addition to the programme funding, the CPCA will pay the cost of a licence where it is an occupational requirement (e.g. SIA and CSCS) up to £750 per licence. Learners must meet eligibility and residency criteria and be unemployed or earning below the earnings threshold.

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 licence is as follows:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010477	Y	CPCA 'Into Employment Licence' 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 licence
LDM	391	Y	Learner earns below 'Earnings Threshold'
DAM	002	N	Required for all Procured Devolved Adult Skills contracts. All ITPs must use this DAM code against all their aims

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 licence is £150, then please insert 150 into the 'OtherFundAdj' field. If the cost of the licence is £500, then please insert 500 into the 'OtherFundAdj' field.

Achievement Payments: Completions vs Outcome

In 2024/25, the DfE revised its funding methodology, changing the payment of the 20% achievement element to be based on completion rather than achievement of the learning aim.

The CPCA has not adopted this change and will continue to base the 20% achievement payment on the actual achievement of the learning aim, as recorded in the 'Outcome' field of the ILR.

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:

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

Types of Adjustment Lines available:

- Excess Learning Support
- Authorised Claims
- The King's 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. The CPCA 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 DfE 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 2025 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 2025 to 2026 year is open until 05 February 2026, but the latest calendar month which may be returned in this file is calendar month 1 (January) in calendar year 2026.

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 2025 to 2026 year any time up to the close of R14 in October 2026, but it will only affect EAS funding earned on activity that took place in the 2025 to 2026 funding year between August 2025 and July 2026.

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/government/collections/funding-allocations-and-performance-management-for-providers#earnings-adjustment-statement

Submission

This file will be needed to be uploaded to the DfE's Submit Learner Data portal in line with the data collection timetable for ILR returns 25/26.

Sector Identification

In the delivery plans submitted by providers for the 2025/26 academic year, several priority sectors have been identified by the CPCA for targeted focus. Providers will be able communicate the priority sector to the CPCA in the ILR by using one of the methods below. Please note that there should only be a maximum of one sector identification DAM code used per learning aim. Where a sector identification DAM is used against a priority SSA Tier, the DAM code will take precedence. Where delivery is covering more than one priority sector, the priority sector which most of the learning covers takes priority.

Key Growth Sectors

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

Life Sciences – Please use DAM code: 079

Agri-Tech / Agri-Food – Please use DAM code: 077

Digital Technologies – Please use DAM code: 094

Green Tech/Green Energy & Clean Energy Industries – Please use DAM code: 078

Defence – Please use DAM code: 093

Regional Foundation Sectors

Construction - Identified by Sector Subject Area 5

Adult Health and Social Care - Identified by Sector Subject Areas 1.3

Logistics and Distribution – Identified by Sector Subject Area 7.2

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

National Priority Sectors

Creative Industries – Please use DAM code: 092

Financial Services – Please use DAM code: 096

Hospitality and Tourism – Please use DAM code: 095

Professional and Business Services – Please use DAM code: 097

Data Validation

Below are the current validation rules the CPCA will use in 25/26:

- 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 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 25/26, there should be no use of DAM code 023 for FCFJ, or level 3 legal entitlement learning aims. The only instances that a DAM code can be used for level 3 aims are written in this document.
- For 25/26 starts, 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.

Glossary

ASF

Adult Skills Fund – the devolved funding stream used by CPCA to support adult learning.

CPCA

Cambridgeshire and Peterborough Combined Authority – the devolved authority responsible for post-19 skills funding in the region.

DfE

Department for Education – the national government department overseeing education policy, including ILR specifications.

ILR

Individualised Learner Record – the data return that FE providers must submit detailing each learner's programme, used to calculate funding and performance.

LARS

Learning Aim Reference Service – the database of all recognised learning aims and their associated funding details.

LDM

Learning Delivery Monitoring – codes used nationally to identify certain learner or delivery characteristics

DAM

Devolved Area Monitoring – local codes used by devolved authorities (like CPCA) to track delivery of specific local priorities.

SOF

Source of Funding – ILR field that identifies where funding originates from. For CPCA-funded learners, this must be '115'.

FFI

Full Funding Indicator – ILR field that identifies whether a learning aim is fully or co-funded. '1' indicates fully funded.

FundModel

Funding Model – ILR field that determines which funding stream is being used. CPCA uses codes 35 and 38.

LSDPostcode

Learning Start Date Postcode – ILR field capturing the learner's postcode at the point they start the learning aim. Must match the CPCA postcode list.

EmpStat

Employment Status – ILR field used to describe the learner's employment status at the start of learning (e.g. 10 = employed).

LearnAimRef

Learning Aim Reference – the code used to identify a course or programme within the ILR.

OtherFundAdj

Other Funding Adjustment – ILR field used to adjust the funding claim for aims with flexible rates, such as licences or unregulated learning.

FCFJ

Free Courses for Jobs – national scheme providing fully funded Level 3 courses for eligible adults.

TESOL/CELTA

Teaching English to Speakers of Other Languages / Certificate in English Language Teaching to Adults – specialist qualifications funded by CPCA for ESOL teacher training.

Z-codes

Generic learning aim references used for things like additional payments, incentives, or licences.

EAS

Earnings Adjustment Statement – spreadsheet-based mechanism used by providers to claim funding not captured in the ILR.

GLH

Guided Learning Hours – the number of hours a learner is expected to engage in learning under the guidance of a tutor.

Outcome

ILR field showing whether the learner achieved the aim.

Completion Status

ILR field showing whether the learner completed, withdrew, or transferred.