



**CAMBRIDGESHIRE & PETERBOROUGH**  
COMBINED AUTHORITY

# **Cambridgeshire and Peterborough Combined Authority**

## **Adult Education Budget 2019-22**

### **Funding Rates, Formula and Payments Rules for all Providers**

**For the 2020 to 2021 funding year  
(1 August 2020 to 31 July 2021)**

This document sets out details of the funding system used to fund activity paid for from the Adult Education Budget

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## **Background - Devolution of the Adult Education Budget**

The Cambridgeshire and Peterborough Combined Authority (CPCA) has secured a devolution deal and takes responsibility for a devolved share of the Adult Education Budget from 1<sup>st</sup> August 2019. This document sets out the principles and features of our approach to funding rates for the 2020 to 2021 funding year (1 August to 31 July) for CPCA funded Adult Education Budget (AEB) delivery. We may make changes to these principles and features during the funding year.

Ministers have agreed under a devolution agreement the transfer of a devolved AEB budget, underpinned by a Memorandum of Understanding and a Data Sharing Agreement. The latter two documents enable a set of function and activities to be undertaken by the Educations Skills Funding Agency (ESFA) on behalf of the CPCA for the 2020/21 funding year.

CPCA has agreed to the same allocation in 2020/21 as the allocation at the start of the 2019/20 academic year which is a single allocation of funding to support your Delivery Profile or Schedule 3. You must claim your funding through the ILR and/or the EAS where it is appropriate to do so.

Providers must upload their ILR data via the ESFA, it cannot submit the ILR data directly to the CPCA. As a provider delivering provision to CPCA residents you will be required to complete the Individual Learner record in the 2020/21 academic year. The ESFA will continue to hold ILR data in a single national data set.

Providers must ensure that all documentation relating to the enrolment of CPCA residents and the record of learning activity is completed accurately. 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 ILR database and so do not generate funding.

ESFA will, following receipt of your data, run the funding validation and calculation processes, on behalf of the CPCA. It will then provide two new occupancy reports for devolved delivery. The detailed funding reports supplied to the CPCA will include the appropriate source of funding code for the CPCA SOF 115 field in which to record ILR information. This report will form the basis on which the CPCA pays you. The CPCA will use its own systems and processes to pay you. Further information is available in the Allocations, Funding and Performance Management rules.

This document and the Allocations, Funding and Performance Management rules form part of your contractual relationship with the CPCA and should be read alongside your funding agreement or contract of service.

Following a funding consultation in early 2020 with grant providers, contract for service providers and local stakeholders there was unanimous support to make the following changes for 2020/21 academic year and the document is meant to reflect these changes:

- All first full level 2s will be fully funded for any adult regardless of age i.e. 19+
- The low wage pilot will increase from £16,009.50 to £18,000
- Residents in certain postcodes in Peterborough, Fenlands, East Cambridgeshire, Cambridge and Huntingdonshire will receive a further 4% uplift to adult skills funding
- ESOL learners will not require any further co financing

We will review the effects of these changes on an ongoing basis and in particular if we collectively want to continue these changes into 2021/22 and beyond. We will constantly review with the education and learning sector the impact of introducing outcome commissioning and its effect on transforming delivery.

Unless otherwise stated, the intention is to follow ESFA funding guidance for 2020/21 and to fine it for the CPCA.

## 1. Introduction and Purpose of the Document

- 1.1 This document provides information for Independent Training Providers (ITPs), and Grant funded providers who will be in receipt of devolved CPCA AEB for the 2020/21 funding year.
- 1.2 This document describes how the ESFA under the Data Sharing Agreement will continue to calculate 'formula-funded' earnings for CPCA funded residents undertaking AEB and receiving learning support for these programmes.
- 1.3 This document does not include or describe:
  - a. information relating to non-devolved AEB learner funding managed by the ESFA.
  - b. information relating to AEB learner funding devolved to the GLA/ other Mayoral Combined Authorities.
  - c. learners funded through an [Advanced learner loan](#) or the career learning pilot.
  - d. Apprenticeships or Traineeships.
  - e. Offender learning in custody - the Ministry of Justice is responsible for these learners.
  - f. details of the 16 to 19 funding model.
  - g. the 'non-formula-funded' activity within the CPCA funded AEB which is reconciled through the funding claims process. For more information on funding claim(s), refer to the CPCA Allocations, Funding and Performance Management rules.

## 2. Understanding our Terminology

- 2.1 The term 'we' refers to the Cambridgeshire and Peterborough Combined Authority (CPCA). When we refer to 'you' or 'providers', this includes colleges, Higher Education Institutions, training organisations, local authorities and employers that receive funding from us to deliver education and training.

### **3. CPCA Funding Flexibilities for 2020/21**

3.1 The CPCA is adopting the national approach to funding rates and formulas. Its approach to using its funding flexibilities is to:

- Agree a delivery profile or schedule 3 with each provider with the agreed total AEB allocation. We are not altering the earning methodology for community learning or learner support.

#### **Financial contributions**

3.2 If a learner meets the criteria for full funding (refer to the 'Provision and individuals we fund' section of the CPCA Funding and Performance Management Rules that relates to your provision for more information), they can claim the fully funded rate. For co-funded learners, we expect the learner or employer to contribute so we reduce the funding by 50% of the un-weighted rate of the learning aim.

#### **Recognition of prior learning**

3.3 If you record data in the 'Funding adjustment for prior learning' field on the ILR, ESFA change the funding formula to reflect this. However, this does not change Learning Support funding.

3.4 If the learning aim does not use the restart indicator, the ESFA will reduce the achievement funding as well as the monthly instalments. This is because the ESFA assume the learner has earned some achievement within the prior learning.

3.5 If the learning aim uses the restart indicator, the ESFA will reduce the monthly instalments, but the achievement funding stays at 20% of the full funding rate.

#### **Other funding adjustments**

3.6 CPCA is adopting the national approach, so where you have agreement with us to adjust funding for other reasons apart from prior learning, you must record it in the 'Other funding adjustment' field in the ILR. You must not use this ILR field if you do not have an agreement in place with us and we will monitor its use.

3.7 This 'Other funding adjustment' factor changes the funding for that learning, including the achievement funding; however, it does not change Learning Support funding.

3.8 If there is also a factor for prior learning recorded, the ESFA (will on our behalf) multiply the 'Funding adjustment for prior learning' factor by the 'Other funding adjustment' factor and apply it to the appropriate funding.

### **4. Funding Rates**

#### **Principles**

4.1 The CPCA is adopting the current list of regulated qualifications eligible for public funding. The ESFA update this regularly. For information about what is eligible for public funding, refer to *Qualifications: eligible for public funding*.

4.2 ESFA will on behalf of CPCA fund each learning aim, whether it represents a qualification or other learning activity, at the rate that applies when the learner starts

that learning aim. This principle will remain the same for a new start in the funding year 2020 to 2021 and for continuing learners from previous years. This rate will apply for the full duration of the learning aim and does not change between funding years.

- 4.3 The amount you earn recognises the relative costs of delivering provision in different sectors and subjects, and national rates are set by the ESFA and adopted by the CPCA using the following criteria:
- guided learning hours (GLH) where the qualification is part of the Regulated Qualifications Framework (RQF).
  - planned activity in hours – for non-regulated activity.
  - certain qualification types (refer to paragraph 41 for more information).
  - programme weightings that recognise the relative costs of delivering training in different sectors and subjects.

#### **How the ESFA sets national funding rates for the AEB – which CPCA will adopt for 2020/21**

- 4.4 All rates are fully funded rates for learners aged 19 and above for qualifications and non-regulated activity. These rates are adjusted through the funding formula according to national ESFA policy (for example, if the government contributes only part of the full rate).
- 4.5 All learners funded through the 16 to 19 funding model that turned 19 in their second or subsequent funding year of a single programme of study continue to be funded through the 16-19 funding model.
- 4.6 ESFA rates do not change depending on how you deliver the learning (for example, by delivering it online compared to in the classroom).
- 4.7 Where a learning aim had a rate set in the previous funding year, we expect this rate to remain unchanged for 2020 to 2021. Qualifications newly approved for funding are set using GLH. Where the awarding organisation does not supply the GLH, the ESFA assess the use of Total Qualification Time (TQT). For non-regulated activity, planned hours are used to set the rates. For more information on planned hours, refer to The Rules documents.
- 4.8 ESFA group GLH, TQT or planned hours into funding bands to generate a funding rate. The rates are recorded in a Single Activity Matrix (SAM), with the rows representing the funding band and the columns representing the programme weighting.
- 4.9 Non-regulated activity is recorded using generic learning aims called ‘class codes’. For more information, refer to the *Learning aim class codes* document on GOV.UK.

#### **Programme weightings – CPCA will adopt for 2020/21**

- 4.10 Programme weightings recognise the relative costs of delivering training in different sectors and subjects and are included in the published rates.
- 4.11 ESFA set programme weightings by referring to the Sector Subject Area (SSA). For all regulated qualifications and components of qualifications, awarding organisations decide the SSA. The Register of Regulated Qualifications and the Quality Assurance

Agency websites record the SSAs. We set the SSA where there are multiple SSAs for components of qualifications, along with a limited number of exceptions listed in Annex 1.

- 4.12 Agriculture courses that need specialist resources (decided each year with support from Lantra) attract an extra uplift in the AEB when delivered by providers with specialist resources.

## 5. Area cost uplifts for Cambridgeshire – these will be adopted in 2020/21

- 5.1 The area cost uplift reflects the higher cost of delivering training provision in some parts of the country, and applies to CPCA, where the cost uplift is 1.02. The uplift is based on the ‘Delivery location postcode’ recorded in the ILR. As the delivery location of distance and e-learning provision is not set, the ESFA default the area uplift factor to 1.
- 5.2 In addition for 2020/21, there will be a further 4% uplift for residents in certain postcodes of Peterborough, Fenland, East Cambridgeshire, Huntingdonshire and Cambridge. A full list of postcodes will be

## 6. The Single Activity Matrix – CPCA is adopting for 2020/21

- 6.1 Subject to agreement with the ESFA, the SAM for the funding year 2020 to 2021 is set out in **Table 1**.

Table 1: The Single Activity Matrix for 2020 to 2021 - being adopted for CPCA

Funding Band Hours	Activity Type	Programme Weighting (PW)				
		A-Base	B-Low	C-Med	D-High	E or G* (Specialist)
Up to 2	Very small provision (1)	£14	£16	£18	£22	£24
3 to 4	Very small provision (2)	£21	£24	£27	£34	£36
5 to 6	Very small provision (3)	£35	£39	£46	£56	£60
7 to 12	Small provision (1)	£50	£56	£65	£80	£86
13 to 20	Small provision (2)	£100	£112	£130	£160	£172



Funding Band Hours	Activity Type	Programme Weighting (PW)				
		A-Base	B-Low	C-Med	D-High	E or G* (Specialist)
21 to 44	Small provision (3)	£150	£168	£195	£240	£258
45 to 68	Medium provision (1)	£300	£336	£390	£480	£516
69 to 92	Medium provision (2)	£450	£504	£585	£720	£774
93 to 100	Medium provision (3)	£600	£672	£780	£960	£1,032
101 to 196	Large provision (1)	£724	£811	£941	£1,159	£1,246
197 to 292	Large provision (2)	£1,265	£1,417	£1,645	£2,025	£2,176
293 to 388	Large provision (3)	£1,987	£2,225	£2,583	£3,179	£3,417
389 to 580	Very large provision (1)	£2,573	£2,882	£3,345	£4,117	£4,425
581 to 1060	Very large provision (2)	£4,170	£4,670	£5,421	£6,671	£7,172
1061 or more	Very large provision (3)	£6,602	£7,395	£8,583	£10,564	£11,356

\*

Some specialist provision receives an uplift if delivered by certain providers

6.2 Certain qualifications in Table 2 have their funding band set as a matter of policy.

**Table 2:** The exceptions to the Single Activity Matrix for 2020 to 2021 which the CPCA is adopting

Qualification Type	Programme Weighting (PW)				
	A-Base	B-Low	C-Med	D-High	E or G*

GCE AS-level	£724	£811	£941	£1,159	-
GCE A-level	£1,987	£2,225	£2,583	£3,179	-
GCSE	£724	£811	£941	£1,159	-
GCSE short course	£300	£336	£390	£480	-
Functional skills in English or maths	£724	-	£941	-	-
Functional skills in IT	-	£336	-	-	-
Access to Higher Education	£3,022	£3,384	£3,928	£4,835	£5,197

6.3 If you deliver English and maths GCSEs to adults aged 19 and over, you will receive a higher rate of £811. You cannot fund English and maths for apprentices through the AEB. The full list of fundable English and maths qualifications is available in the *List of qualifications in the English and maths legal entitlement offer* document on GOV.UK.

6.4 For 2020/21, we have agreed to remove the co-financing for ESOL learners. We will constantly review its impact and carefully consider if we intend to continue with this policy into 2021/22.

6.5 If you offer English for Speakers of Other Languages (ESOL) qualifications, you may need to deliver additional learning to individual learners that incurs additional costs above the qualification rate. Where additional hours are required, you can record these on the ILR using the 'Additional delivery hours' field.

6.6 For example, the key steps for claiming top-up for an ESOL qualification that is planned to be delivered in 60 hours are:

6.7 Identify the original funding band of the ESOL qualification. For example, if the qualification is funded at £150, this equates to the '21 to 44' hours funding band in the SAM.

6.8 Calculate the additional hours. This is the 60 planned hours minus the maximum

6.9 GLH value of the ESOL qualification's funding band from the SAM. In this example, the maximum GLH from the '21 to 44' hours band is 44, therefore the additional hours you need to record in the ILR are 60 minus 44 = 16.

The funding calculation automatically assigns the additional hours recorded on the ILR to the SAM to allocate a funding band, which then generates a top-up rate. The

16 additional hours equates to the '13 to 20' hours funding band. The '13 to 20' hours funding band generates £100 for the top up (all ESOL aims have programme weighting A).

6.10 The overall rate is then the original rate (£150) plus the top up amount (£100) which is £250.

## **7. Earnings Method – CPCA is adopting the national approach for 2020/21 Principles**

7.1 The following principles apply to our approach to your earnings:

- funding is distributed over the duration of the learner's course, from starting the programme to achieving the expected outcome
- funding is directly linked to the learner completing their course and then achieving either learning aims, further learning or gaining employment
- you earn funding for what you deliver, when you deliver it.
- In addition this year, the CPCA would welcome regular, at least every four months, EAS claims.

### **Qualifying period for funding**

7.2 If a learner is in learning for at least the qualifying period, ESFA count them as a 'funding start'. ESFA calculate this from the ILR 'Learning Start Date':

Length of the Learning Aim	Qualifying Period
168 Days	42 Days
14 to 167 Days	14 Days
Fewer than 14 Days	1 Day

7.3 If the learner leaves before the qualifying period, you will not earn any funding. However, CPCA will reclaim the funding if you have already earned funding before recording the ILR 'Learning Actual End Date'.

### **Distribution of funding over time – CPCA is adopting the ESFA approach for 2020/21**

7.4 ESFA base your earnings on monthly instalments plus an achievement element.

7.5 ESFA hold back 20% of the weighted rate for each learning aim, which they will only generate when the learner achieves their learning aim. You will earn all achievement elements on the learning actual end date recorded on the ILR.

7.6 ESFA will (on behalf of CPCA) calculate the monthly instalments once they have removed the achievement element (20%); and spread out these instalments over the number of planned months for the learning aim, with a double payment in the first month. The instalment calculation uses the formula 'n+1', where 'n' is the number of planned months. The formula recognises the upfront costs associated with enrolling a learner on a learning aim.

7.7 You earn the instalments if the learner is in learning on each census date (the last calendar day of every month). The planned number of months is calculated from the 'Learning start date' and the 'Learning planned end date' in the ILR.

7.8 If the learner leaves early, the monthly instalments stop. However, for eligible learners CPCA will pay you a job outcome payment, which is half of the achievement element. If the learner then goes on to achieve the learning aim, you will earn the outstanding monthly instalments and the rest of the achievement element. For more information on job outcomes, refer to the version of The CPCA Funding and Performance Rules relevant to your delivery

7.9 Figure 1 is an example of the earnings methodology for a learner starting a course in September and achieving in June. It shows how you earn funding for a course with a total cost of £1,000 over the nine-month period: nine monthly on-programme payments (OPP) of £80, plus a double monthly OPP (that is, n+1) of £160 in the first month and an achievement payment of £200 upon completion.

**Figure 1: Example of the earnings methodology adopted in 2020/21 by CPCA**

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
	9 Month Learning Aim												
Payment Instalments		OPP	OPP	OPP	OPP	OPP	OPP	OPP	OPP	OPP	OPP	*	
		OPP											
Payment Example		£											
		160	80	80	80	80	80	80	80	80	80	200	

\*Achievement Payment

### Annual funding cap for AEB – adopted by CPCA

7.10 An annual funding cap applies to each resident you have for each year across all AEB- funded provision. The annual funding cap is £4,400 for each resident each year, before the ESFA on behalf of CPCA apply any weightings. If your planned training provision is above this cap, we will reduce your earnings in line with this.

## 8. Support Funding Learning Support

8.1 All the available funding for your Learner Support, has been included in your  
 8.2 once agreed over the £19,000 should be claimed using the ELS [cost form](#); you do not claim this through the EAS. For more information, refer to the [CPCA funded adult education budget funding rules 2020 to 2021](#).

### Learner Support

8.3 Learner Support is available to provide financial support for learners with a specific financial hardship preventing them from taking part or continuing in learning.

8.4 Learner Support is not formula funded. If you are a grant provider (i.e. CPCA pay you on profile each month and reconcile you at the end of the year), you must complete a quarterly funding forecast and a final funding claim.

## 9. CPCA Procured Adult Education Budget Provision

9.1 Subject to confirmation by the ESFA, you will be required to use a new DAM code to identify for all learning aims delivered on CPCA AEB procured contracts for services. This code will distinguish between procured AEB delivery and grant-funded AEB delivery, to identify the agreement under which payments will be made.

## 10. Prince's Trust Team Programme

10.1 The CPCA will continue to fund the Prince's Trust Team Programme at the same levels as in the funding year 2019 to 2020.

10.2 You will earn the matrix rates for the award or certificate in 'Employment, Teamwork and Community Skills'. The qualifications you can use are in table 3. You must also record the learners on the ILR using the Learning Delivery Monitoring (LDM) code 331.

**Table 3: Qualifications for the Prince's Trust Team Programme 2020 to 2021.**

Qualification Title	Learning Aim Reference
Certificate in Employment, Teamwork and Community Skills	60023995
Certificate in Employment, Teamwork and Community Skills (Entry 3)	60027629
Award in Employment, Teamwork and Community Skills	60032121
Award in Employment, Teamwork and Community Skills	60032868
Award in Employment, Teamwork and Community Skills (Entry 3)	60033344
Certificate in Employment, Teamwork and Community Skills	60027307

9.2 If the matrix rate is lower than the programme rate, you can claim additional funding from the qualification rate up to the value of the programme rate. To claim this additional funding, you must use the 'Prince's Trust' section on the [EAS](#).

9.3 Table 4 shows the matrix funding rates, the maximum programme rate and the maximum additional funding you can claim where appropriate:

**Table 4: The rates for the Prince’s Trust Team Programme 2020 to 2021.**

	Award		Certificate	
	Fully funded	Cofunded	Fully-funded	Cofunded
Matrix funding rate for aim	£450	£225	£1,265	£633
Maximum programme cost for				
...Unemployed learners	£2,670	£1,335	£2,670	£1,335
...Employed learners	£572	£286	£572	£286
Maximum additional funding for				
...Unemployed learners	£2,220	£1,110	£1,405	£702
...Employed learners	£122	£61	N/A	N/A

## Annex 1: Programme weightings by Sector Subject Area

ESFA-set national programme weightings by SSA, which the CPCA will be adopting with some exceptions which are shown below.

SSA	SSA Tier 2 Description	Likely Programme Weighting
1	Health, Public Services and Care	
1.1	Medicine and dentistry	B – Low
1.2	Nursing and subjects and vocations allied to medicine	B – Low
1.3	Health and social care	B – Low
1.4	Public services	A – Base
1.5	Child development and wellbeing	B – Low
2	Science and Mathematics	
2.1	Science	B – Low
2.2	Mathematics and statistics	A – Base
3	Agriculture, Horticulture and Animal Care	
3.1	Agriculture	E – Specialist
3.2	Horticulture and forestry	E – Specialist
3.3	Animal care and veterinary science	E – Specialist
3.4	Environmental conservation	B – Low
4	Engineering and Manufacturing Technologies	
4.1	Engineering	C – Medium
4.2	Manufacturing technologies	C – Medium
4.3	Transportation operations and maintenance	C – Medium
5	Construction, Planning and the Built Environment	
5.1	Architecture	C – Medium
5.2	Building and construction	C – Medium
5.3	Urban, rural and regional planning	C – Medium
6	Information and Communication Technology	
6.1	ICT practitioners	B – Low (up to Level 1) C – Medium (Level 2 and over)
6.2	ICT for users	A – Base (up to Level 1) B – Low (Level 2 and

SSA	SSA Tier 2 Description	Likely Programme Weighting (over)
7	Retail and Commercial Enterprise	
7.1	Retailing and wholesaling	A – Base
7.2	Warehousing and distribution	A – Base
7.3	Service enterprises	B – Low
7.4	Hospitality and catering	C – Medium
8	Leisure, Travel and Tourism	
8.1	Sport, leisure and recreation	B – Low
8.2	Travel and tourism	A – Base
9	Arts, Media and Publishing	
9.1	Performing arts	B – Low
9.2	Crafts, creative arts and design	C – Medium
9.3	Media and communication	B – Low
9.4	Publishing and information services	A – Base
10	History, Philosophy and Theology	
10.1	History	A – Base
10.2	Archaeology and archaeological sciences	B – Low
10.3	Philosophy	A – Base
10.4	Theology and religious studies	A – Base
11	Social Sciences	
11.1	Geography	B – Low
11.2	Sociology and social policy	A – Base
11.3	Politics	A – Base
11.4	Economics	A – Base
11.5	Anthropology	A – Base
12	Languages, Literature and Culture	
12.1	Languages, literature and culture of the British Isles	A – Base
12.2	Other languages, literature and culture	A – Base



SSA	SSA Tier 2 Description	Likely Programme Weighting
12.3	Linguistics	A – Base
13	Education and Training	
13.1	Teaching and lecturing	B – Low
13.2	Direct learning support	B – Low
14	Preparation for life and work	
14.1	Foundations for learning and life	A – Base
14.2	Preparation for work	A – Base
15	Business, Administration and Law	
15.1	Accounting and finance	A – Base
15.2	Administration	A – Base
15.3	Business management	A – Base
15.4	Marketing and sales	A – Base
15.5	Law and legal services	A – Base

**Exceptions to this table are:**

- Waste management and recycling in SSA 1.4 is weighted at ‘B – Low’
- Agriculture needing specialist resources in SSA 3.1, 3.2 or 3.3 is weighted at ‘G – Specialist’, with an extra uplift for certain specialist providers (paragraph 40)
- Hair and beauty in SSA 7.3 is weighted at ‘C – Medium’
- Music technology in SSA 9.1 is weighted at ‘D – High’
- Music practitioners in SSA 9.1 is weighted at ‘E – Specialist’
- Entry level Functional skills in maths is weighted at ‘C – Medium’
- Functional skills in ICT is weighted at ‘B – Low’