



# **Guidance**

## **CPCA Funded Adult Skills Fund: Funding Rates and Formula 2024 to 2025**

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# CPCA Funded Adult Skills Fund: Funding Rates and Formula 2024 to 2025

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# Introduction and Purpose of the Document

This document sets out the principles and features of our funding system for the 2024 to 2025 funding year (1 August to 31 July) for Cambridgeshire & Peterborough Combined Authority (CPCA) - funded Adult Skills Fund (ASF) delivery. We may make changes to these principles and features during the funding year.

This document describes how we calculate 'formula-funded' earnings for ESFA funded ASF and learning support. We define 'formula-funded' activity as that recorded under **Funding Model 38** ('Adult Skills Fund') or Funding Model 35 ('Adult Skills' for aims started prior to 1 August 2024).

All learning aims that started before 1 August 2024 and continue into the year 2024 to 2025 should remain recorded in the ILR using Funding Model 35 ('Adult Skills'). We will continue to use the funding calculation from 2023/24 for these learning aims.

To understand how our funding system works, read this document together with:

- The CPCA funded Adult Skills Fund: Funding and Performance Management rules 2024/25
- The CPCA Individualised Learner Record Specification (ILR) and Coding  
(*limited to variations from the ESFA ILR Specification*)
- The ESFA Individualised Learner Record Specification (ILR)  
[Overview \(submit-learner-data.service.gov.uk\)](#)
- The ESFA Provider Support Manual  
[guidance.submit-learner-data.service.gov.uk/24-25/psm](#)

## Terminology

The term 'we' or 'us' refers to the Cambridgeshire & Peterborough Combined Authority (CPCA).

The term 'you' or 'Learning Organisations', includes colleges, higher education institutions, training organisations, local authorities, specialist designated institutions and employers and any other organisations who receive funding from the Combined Authority to deliver education and training through the devolved ASF. We will use the generic term 'you' or 'Learning Organisation' unless the requirements only apply to a specific Learning Organisation type.

# 1. Changes to the Funding System from the 2023 to 2024 Funding Year

1.1 The Adult Skills Fund (ASF) has replaced the Adult Education Budget (AEB).

1.2 There are new Funding Rates for starts from 1 August 2024 reflecting the announcements made in [January 2023](#).

1.3 Unlike the ESFA, CPCA will continue to formula fund non-regulated aims in 24/25 that were delivered in 23/24. Learning Organisations are not permitted to formula fund any non-regulated aims that were not delivered in 23/24.

1.4 In previous years 20% of funding was held back and only earned on achievement of the learning aim; this will continue for procured contracts. However, this 20% element will now be earned on completion for grant-funded Learning Organisations for new starts from 1 August 2024. We therefore refer to 'achievement /completion' and 'achieves/completes' throughout this document to reflect the difference.

1.5 The programme rate for Prince's Trust has increased to £3,204 for both unemployed and employed learners.

1.6 We have removed the annual learner funding cap for CPCA-funded learners. There is no longer a limit on what can be earned for a learner present in the 2024 to 2025 funding year. The funding value per learner will be monitored throughout the year.

1.7 There is no separate earnings boost this year as this applied to 2022 to 2023 and 2023 to 2024 only. This is because the new rates are generally higher than the old matrix rates.

## 2. The data CPCA (and the ESFA) use to calculate funding

2.1 You give us information about learners and their learning using the [Individualised Learner Record](#) (ILR) and the [Earnings Adjustment Statement](#) (EAS). The ESFA and the CPCA funding systems use this information to work out the funding you have earned for delivering this learning.

## 3. Our funding system features

3.1 Our funding system has the following four features, which are set out in more detail throughout this document:

- **The Funding Formula**, including uplifts to the rates to account for the extra costs that you may experience when delivering learning to some types of learners and in some locations, or where there are skills shortages
- **The Funding Rates** for learning aims and work placements
- **The Earnings Method**, linked to delivery and achievement/completion
- **Support Funding** where extra help is needed for learners to achieve.

## 4. Our Funding Formula

### 4.1 Calculation

4.1.1 The funding formula is below which is unchanged from last year:

4.1.2 **Funding** = rate x disadvantage uplift x area cost uplift.

4.1.3 The basis for funding is the rate for the learning aim. The rates are changing for starts from 1 August 2024. See the New adult skills funding rates for 2024 to 2025 section for details of the new funding rates for 2024 to 2025.

4.1.4 We adjust the funding formula to allow for geographical differences in the relative cost of delivery and to enable additional support for learners living in more disadvantaged areas. For further information see the Disadvantage uplift (below) and Annex 3 sections.

4.1.5 In some cases, we expect learners and employers to share responsibility for investing in eligible provision. We expect them to part-fund the cost of learning, known as co-funding. For more information on co-funding, refer to the 'Government contribution charts' in the CPCA funding and performance management rules 2024/24.

### 4.2 Disadvantage uplift

4.2.1 For 24/25, the CPCA have increased some of the postcode disadvantage uplifts based upon specific data within the Index of Multiple Deprivation (IMD) 2019. The IMD ranks each small area in England from the most deprived to the least deprived. It is comprised of seven distinct domains of deprivation which, when combined and appropriately weighted, form the IMD 2019.

4.2.2 For 24/25 the CPCA has taken the '**Education, Skills Training**' domain and increased (using a tiered approach) the CPCA uplift for postcodes that fall under the 30th percentile (most deprived 30%). This is the breakdown of the uplifts that will now be standardised amongst the CPCA:

- Top 10% most deprived – Receive a 1.29303 uplift.
- 11% to 20% - Receive a 1.24088 uplift.
- 21% to 30% - Receive a 1.20185 uplift.

All other disadvantage uplifts remain the same as the 23/24 academic year.

4.2.3 The disadvantage uplift factor at the start of the learning aim will apply throughout the duration of the learning aim.

4.2.4 DAs may wish to set different disadvantage factors to the ESFA for their Adult Skills funded delivery each year. For Free Courses for Jobs we calculate funding using the ESFA's disadvantage factors, even when funded by a devolved authority.

4.2.5 The disadvantage uplift factors are available at [Uplift Factors and Postcode Files](#).

## 4.3 Area Cost Uplift

4.3.1 The area cost uplift reflects the higher cost of delivering training provision in some parts of the region.

4.3.2 For applicable areas an uplift of 1.02 will be automatically applied as part of the funding calculations.

4.3.3 The area cost uplift factor at the start of the learning aim will apply throughout the duration of the learning aim. The area cost factors, where applicable, are listed in annex 3 and are unchanged from last year.

## 4.4 Financial contributions

4.4.1 If a learner meets the criteria for full funding as detailed in the Funding Rules you can claim the full rate for the qualification. For co-funded learners, we expect the learner or employer to contribute so we reduce the funding by 50% of the unweighted rate of the learning aim as shown in [Find a Learning Aim](#).

4.4.2 We reduce the funding using the unweighted rate because a learner should not contribute more for the same size of the learning aim just because that learning aim is more costly to deliver. This means that the government will contribute more towards learning aims with higher operational and delivery costs, such as engineering.

## 4.5 Recognition of prior learning

4.5.1 If you record data in the 'Funding adjustment for prior learning' field on the [ILR](#), we change the funding formula to reflect this. However, it does not change the fixed monthly learning support funding.

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

4.5.3 If the learning aim uses the restart indicator, we reduce the monthly instalments, but the achievement/completion funding stays at 20% of the full funding rate.

## 4.6 Other funding adjustments

4.6.1 Where you have **prior written** agreement with us to adjust CPCA funding upwards 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 for CPCA upward revisions if you do not have an agreement in place with us and we will monitor its use. However, you can use this to reduce funding without our agreement.

4.6.2 This 'Other funding adjustment' factor increases or decreases the funding for that learning, including the achievement/completion funding; however, it does not change learning support funding.

4.6.3 If there is also a factor for prior learning recorded, we multiply the 'Funding adjustment for prior learning' factor by the 'Other funding adjustment' factor and apply it to the appropriate funding.

## 5. CPCA Funding Rates

### 5.1 Principles

5.1.1 The list of regulated qualifications approved for public funding are on [Find a Learning Aim](#) (FALA) that we update regularly. For information about what is eligible for public funding, refer to [Qualifications: eligible for public funding](#).

5.1.2 As stated in the Funding Rules, **non-regulated** aims that were formula funded in 23/24 will remain formula funded in 24/25. For such aims, the funding rates remain the same as in 23/24.

5.1.3 Because rates can change between academic years and during the year (because of policy change or changes to the learning aim), we fund each learning aim at the rate that applies when the learner starts that learning aim. This principle is the same for a new start in the current funding year and a continuing learner from previous years. This rate will apply for the full duration of the learning aim and does not change between funding years.

5.1.4 The amount you earn recognises the relative value and costs of delivering provision in different sectors and subjects, and we set the rates using the following criteria:

- Funded guided learning hours (GLH) where the qualification is part of the Regulated Qualifications Framework (RQF).
- Hourly rates that recognise the relative costs of delivering training in different sectors and subjects and provides a boost for training in those sectors identified as having greatest skills needs. Sector uplifts are based on the Sector Subject Area (SSA) that awarding organisations decide. The [Register of Regulated Qualifications](#) and the [Quality Assurance Agency](#) websites record the SSAs. Some components of qualifications can have multiple SSAs, where this happens, we set the SSA.

5.1.5 We have some exceptions that do not use the criteria above. In these instances, we set rates for some policy areas and specific learning aims such as work experience, HGV medical and Into Employment programmes.

5.1.6 We add an uplift to the rate for all learners on Free Courses for Jobs, more details can be found from paragraph 61.

5.1.7 We refer to rates as 'unweighted' when calculated using the base rate of £6.00 per hour. Once we have calculated the rate using the appropriate Skills funding band, we refer to it as the 'weighted rate'. After we apply the uplifts, we refer to the 'aim value', as noted in the 'Devolved Occupancy report'. For more information on funding reports see the [Funding reports](#) section.

5.1.8 All rates shown on [Find a Learning Aim](#) are fully funded rates for learners aged 19 and above. We adjust these rates through the funding formula according to our policy (for example, if the government contributes only part of the full rate).

5.1.9 Our rates do not change depending on how you deliver the learning (for example, by delivering it on-line compared to in the classroom). Where rates are based on GLH, the rate will not be more than the funded GLH in FALA regardless of how many hours you deliver the learning in.

## 6. New Adult Skills Funding rates for 2024 to 2025

6.1 In [January 2023](#) the department announced that it would introduce new funding rates for adult provision from the funding year 2024 to 2025 with the new Adult Skills Fund. The new rates will apply to all learning aims starting on or after 1 August 2024 apart from non-regulated aims that remain formula funded.

6.2 We will fund each guided learning hour that is assigned to the qualification at an hourly rate, depending on the Skills funding band assigned to the SSA of the qualification. Each qualification will be funded according to the specific GLH and Sector Subject Area (SSA) assigned to the qualification. See **Annex 1** for details. Where a learning aim had a rate set in the previous funding year and is continuing into 2024 to 2025, this rate remains unchanged for 2024 to 2025.

6.3 Being a Devolved Authority, CPCA is responsible for setting its own funding rates for aims. For 24/25, apart from specific flexibilities the CPCA will fund aims at the same rate as the ESFA.

6.4 Funding rates for individual qualifications are determined by multiplying the relevant hourly rate for the SSA of the qualification by the number of GLH as assigned by the awarding organisation and recorded on Ofqual's register of regulated qualifications.

6.5 We will use the GLH assigned by the awarding organisation and as recorded in Ofqual's register. Where an awarding organisation amends the GLH for a qualification on Ofqual's register, we may not automatically reflect this change in the associated funding rate. Therefore, there may be a difference between the GLH recorded on Ofqual's register and the GLH we are using for the funding rate.

6.6 In 2024 to 2025 FALA will show the funded GLH in addition to the Ofqual GLH so it is clear where there is a difference.

6.7 The Quality Assurance Agency for Higher Education (QAA) regulates Access to Higher Education Diplomas. The GLH for these qualifications is set at 600 hours.

## 7. Skills funding bands

7.1 Each SSA at tier 2 level is assigned to one of the 5 new funding bands, see Table 1. The funding bands for each SSA tier 2 are set out in annex 1.

7.2 We set all unweighted rates using the Base rate of £6.00 per hour.

**Table 1: Adult Skills Funding Rates by band**

New Adult Skills Funding Band	Base	Low	Medium	High	Specialist
New hourly Adult Skills Funding Rate	£6.00	£7.20	£8.40	£9.60	£12.00

Here is an example of how we set rates taking Learning aim reference 60008817 Diploma in Engineering with funded GLH of 360.

- The unweighted rate is calculated by multiplying the funded GLH of 360 by the Base rate of £6.00 – this gives an unweighted funding rate of £2,160.
- The weighted rate is calculated by multiplying the funded GLH of 360 by £9.60 (which is the hourly adult skills funding rate for High funding band that engineering SSA is in).
- This gives a weighted funding rate of £3,456.

7.3 The following policy exceptions will remain for qualifications:

- English GCSEs will be funded within the low funding band rather than the base funding rate band. This means they get a funding rate of £864 in line with the GLH of 120 and in line with the funding rate for Maths GCSE
- Functional Skills in English entry level, level 1 and level 2, will continue to receive the current policy rate of £724
- Functional Skills in maths entry level, will be funded at the current policy rate of £941, and level 1 and level 2 at £724
- We will fund the new digital functional skills qualifications under a different SSA's funding band. We will treat these as if they were in the ICT for users SSA from 2024 to 2025. This means the funding rate for the new digital functional skills qualifications will increase to £462 (the new hourly skills funding rate for ICT for users SSA is £8.40 and GLH for these qualifications is 55 hours)

7.4 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, as detailed in the [ILR specification](#) and the [Provider Support Manual](#).

7.5 The key steps for claiming top-up for an ESOL qualification that is planned to be delivered in 100 hours are:

- Identify the funded GLH of the ESOL qualification through FALA
- For example, learning aim reference 60140070 Level 2 Award in ESOL Skills for Life (reading) has funded GLH of 60 and a skills funding rate of £360

- Calculate the additional hours required. This is the 100 planned hours minus the funded GLH value of the ESOL qualification. In this example the additional hours you need to record in the ILR are 100 minus 60 = 40
- The funding calculation automatically calculates the additional funding as 40 x £6.00 = £240
- The overall rate is then the original rate (£360) plus the top up amount (£240) which is £600

## 7.6 Land-based qualifications

In adult provision, 3 SSAs include land-based qualifications:

- Agriculture (SSA T2 3.1)
- Horticulture and forestry (SSA T2 3.2)
- Animal care and veterinary science (SSA T2 3.3)

7.6.1 Funding for relevant land-based technical qualifications will have the specialist funding band applied where all of the following are met. If all 3 criteria are not met the provision will not be deemed specialist and will have the high funding band applied.

- Where Learning Organisations have a 'specialist status' as set out in annex C of ESFA funding guidance for young people
- Where the qualifications within the 3 land-based SSAs do not meet any of the exceptions in the next paragraph
- Where a specialist provider delivers a qualification at their land-based location that met specific and additional criteria within the 3 SSAs

7.6.2 We have reviewed the types of qualifications that are eligible for the specialist funding band in table 1 above. Specialist funding rate will apply to all technical level 2 and 3 qualifications, except for the following:

- Qualifications where employment is a pre-requisite, this is because the training aspects requiring specialist equipment can take place on the employer's premises. Note that qualifications linked to occupational regulation and/or a certificate of competence are an exception to this and will be funded at the specialist funding rate
- Qualifications within animal care and veterinary science SSA which are solely focussed on domestic animal care
- Floristry qualifications within horticulture and forestry SSA as they do not require specialist provision
- Qualifications related to forest schools
- Qualifications related to garden design and planning

## 7.7 Level 3 Free Courses for Jobs

Additional funding is available through [Free Courses for Jobs](#) (FCFJ) for adults who meet the definition of being below the earnings threshold and are studying a level 3 qualification from the list of approved FCFJ qualifications. We will fund this learning like we fund other ASF delivery, with the following exceptions:

- Learners eligible for this offer will be fully funded
- We will increase the weighted rate by £600 for eligible aims in category code 45 ('National Skills Fund Level 3 Free Courses for Jobs rate 1') or by £150 for eligible aims in category code 46 ('National Skills Fund Level 3 Free Courses for Jobs rate 2')
- We will increase the £150 or £600 by the area cost uplift and/or disadvantage uplift if applicable to that learning aim

7.7.1 Learners aged 23 or younger (based on their age on the day they start the qualification) utilising Free Courses for Jobs will be funded through your procured or non-procured ESFA adult skills fund funding lines.

7.7.2 Learners aged 24+ (based on their age on the day they start the qualification) will be funded through your procured or non-procured "Free Courses for Jobs" funding lines.

7.7.3 You should use the Learning Delivery Monitoring (LDM) code 378 (Adult Level 3 offer) in the ILR to indicate your learning aims that are eligible within this offer.

7.7.4 You need only use LDM code 382 when recording learners continuing their learning from funding year 2023 to 2024 who met the low wage eligibility criteria.

7.7.5 Being a Devolved Authority, CPCA has some limited flexibility to use our ASF FCFJ allocation to fund our residents, additional qualifications which are not part of the national offer.

## 7.8 Prince's Trust Team Programme

7.8.1 The programme rate has increased for new starts from 1 August 2024 to £3,204. This programme rate is the same for both employed and unemployed learners as this has been simplified this year.

7.8.2 You will earn the funding rate for the award or certificate in 'Employment, Teamwork and Community Skills'. The qualifications you can use are in table 2. You must also record the learners on the ILR using the Learning Delivery Monitoring (LDM) code 331.

**Table 2: Qualifications for the Prince's Trust Team Programme 2024 to 2025**

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

Qualification Title	Learning Aim Reference
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

7.8.3 If the funding 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](#). We will monitor the amounts being claimed.

7.8.4 Table 3 shows the qualification funding rates, the maximum programme rate and the maximum additional funding you can claim where appropriate.

**Table 3: The rates for the Prince's Trust Team Programme for starts on or after 1 August 2024**

	Award	Award	Certificate	Certificate
	Fully-funded	Co-funded	Fully- funded	Co-funded
Funding rate for aim	£444	£222	£1,512	£756
Maximum programme cost for				
...all learners	£3,204	£1,602	£3,204	£1,602
Maximum additional funding for				
...all learners	£2,760	£1,380	£1,692	£846

## 7.9 Heavy Goods Vehicles (HGV) driver training (existing provider only)

7.9.1 HGV driver training flexibilities have been developed to support an increase in HGV and LGV driver training will continue for the 2024/25 academic year.

This offer:

- Includes level 2 qualifications which will prepare learners for HGV and LGV licence acquisition for all vehicles up to category C and E (articulated)
- Includes additional qualifications that are approved for training in this sector throughout the 2024 to 2025 academic year
- Allows all eligible learners, fully funded and co-funded, to claim for the cost of HGV and LGV licences and medical

### 7.9.2 Eligibility

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

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

### 7.9.3 Claiming Funding of Additional elements

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

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

## 7.10 TESOL and CELTA

For 2024/25 CPCA will continue to fund level 5 Certificate in Teaching English to speakers of Other Languages and Certificate in Teaching English to Speakers of Other Languages (CELTA).

- 7.10.1 Unemployed learners and employed learners who fall under the Low Wage Scheme threshold (£30,491) will be fully funded. Learners who qualify under the Armed Forces Covenant are fully funded.
- 7.10.2 All other learners will be co-funded. During 2024/25, Learning Organisations will be able to use their **professional judgement** regarding eligibility of other categories of learners and propose full funding. This flexibility is intended to test different approaches to attracting new entrants into FE teaching who may otherwise not have the opportunity to train to teach. For example, requiring a certain number of hours for voluntary ESOL teaching in exchange for full funding.
- 7.10.3 To claim full funding under this offer use Learning Aim Z0009609, Devolved Area Monitoring Codes 023 and the relevant FFI code for full funding or co-funding the enrolment.

## 8. Our earnings method

There may be changes to your earnings methodology for funding year 2024 to 2025 depending on your contract type and start date of the learning aim.

The following principles apply to our approach to your earnings:

- 1 Funding is distributed over the duration of the course starting from the date the learner started.
- 2 You earn funding for what you deliver, when you deliver it
- 3 Funding is directly linked to achievement or completion depending on your type of contract and when the learning aim started
- 4 For aims funded through a **grant contract** and started on or after 1 August 2024, funding is directly linked to the learner **completing** the learning aim or gaining employment
- 5 For aims funded through a **grant contract** and started prior to 1 August 2024, funding is directly linked to the learner **achieving** the learning aim or gaining employment
- 6 For all aims funded through a **procured contract** funding is directly linked to the learner completing their learning aim and **achieving** the learning aim (or gaining employment for job outcomes)

### 8.1 Qualifying period for funding

If a learner is in learning for at least the qualifying period, we count them as a 'funding start'. We calculate this from the [ILR](#) 'Learning Start Date'.

The different qualifying periods are shown below:

## Planned length of the learning aim

## Qualifying period

---

168 days or more

42 days

---

14 to 167 days

14 days

---

Fewer than 14 days

1 day

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8.1.1 We treat learners as having qualified until a learning actual end date is recorded, at which point we calculate the actual length of the learning aim.

8.1.2 If a learner achieves/completes their learning aim in a shorter period than the qualifying period, then we treat them as having qualified.

8.1.3 If a learner generates on-programme earnings for passing a census date, then in a subsequent ILR return you record a learning actual end date (without an achievement/completion outcome) that does not meet the qualifying period, we will claw back the funding for that learning aim.

## 8.2 Distribution of funding over time

8.2.1 If you are grant-funded, then we will pay you an amount each month based upon the monthly profile in your contract and your allocation value. We then reconcile your funding after the final R14 ILR submission window using your earnings ('earnings' are what you have earned through the ILR and EAS submissions you send us). Therefore, for grant-funded Learning Organisations, your month by month earnings that we calculate will not affect your monthly payments. Rather, it is the overall earnings over the academic year that feed into the reconciliation process.

8.2.2 If you are funded through a procured contract, then we will pay you each month in arrears based upon your earnings through your ILR and EAS data. The amount we pay each month may not match your earnings because of capping or because you have an outstanding debt with us.

8.2.3 We calculate your earnings each month using the same process and system, regardless of the contract you have with us. We show you these figures through your Funding reports (see this section for more information).

8.2.4 We base your earnings on monthly instalments plus an achievement/completion element. The achievement/completion element does not apply to HGV medicals, HGV licences or work placements.

8.2.5 We hold back 20% of the weighted rate for each learning aim, which we will only generate when the learner achieves/completes their learning aim. You earn all achievement/completion elements on the learning actual end date recorded on the ILR.

8.2.6 We calculate the monthly instalments once we have removed the achievement/completion element (20%). We spread out these instalments over the number of

[illegible]

## 9. Recording late data in the ILR

9.1 If a learner is continuing learning at the final R14 collection at the end of the year, but you record in the subsequent ILR year that they should have left in the previous ILR year, you will have earned funding that you need to pay back.

For example, at R14 in the 2023 to 2024 ILR you record a learner as starting on 12 July 2024 and continuing at R14. In the 2024 to 2025 ILR you record them as having left on 18 July 2024. In this scenario, they will have earned a monthly on-programme payment in July 2024 from the 2023 to 2024 ILR that will need paying back.

You can pay this funding back through the [EAS](#) recording a negative figure in the 'Authorised claims' adjustment type. You do not need our permission to use this adjustment type to pay back funding, you only need permission to use this adjustment type for claiming funding. However, please let us know the details behind the adjustments you are repaying funding for by emailing [aebdevolution@cambridgeshirepeterborough-ca.gov.uk](mailto:aebdevolution@cambridgeshirepeterborough-ca.gov.uk)

For more information on recording late data in the ILR, please refer to the section: 'The impact of incomplete information' in the [ILR Provider Support Manual](#).

## 10. Support Funding

### 10.1 Learning support

10.1.1 You can access this funding through the ESFA funded Adult Skills Fund and you record this against a learner's learning aim in the [ILR](#).

10.1.2 If you record learning support against a learning aim in the ILR, you will earn a fixed monthly rate of £150. We expect the total you earn from the monthly rate to be enough to cover your costs. If the cost of providing support to a learner exceeds the total earned from the fixed monthly rate, you can claim this excess through the [EAS](#).

10.1.3 If you plan to deliver the learning aim in less than one calendar month, you must claim the value of the learning support as if it were all excess, using the [EAS](#).

10.1.4 If learning support is more than £19,000, you can claim exceptional learning support above £19,000 using the [cost form](#); you do not claim the amount above £19,000 through the [EAS](#). The EAS can only be used for claiming the amount up to £19,000 (subtracting what you may have earned through the ILR). For more information, refer to the [ESFA funded adult skills fund: funding rules](#).

## 10.2 Learner support

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

10.2.2 Learner Support is not formula-funded so you cannot claim it through the ILR.

10.2.3 If the learner support relates to learning delivered under a grant-funded contract, you must complete a mid-year funding forecast, a year-end and final funding claim to receive funding for learner support

## 11. Procured CPCA funded ASF provision (ITP)

11.1 If you have a procured contract with us you must use DAM code 002 for all learning aims in this contract. This DAM code distinguishes between our procured and grant-funded contracts so we can identify which contract will pay for provision. Failure to record this code correctly may result in ILR errors or no payments.

11.2 Table 4 below show the DAMs you should use to indicate which contract you wish to use to pay for different types of adult delivery, and when they are valid.

**Table 4 The Learning Delivery Motoring codes for recording the contract Type**

Type of Learning	All learning aims
ASF non-procured (Grant)	No LDM
Procured ASF contract (ITP)	DAM 002
Non-procured provision within Free Courses for Jobs (Grant)	LDM 378
Procured provision within Free Courses for Jobs (ITP)	LDM 378

## 12. Funding reports

12.1 The ESFA will continue to provide funding reports to show you what funding has been generated. These will range from headline funding reports to detailed reports at learner and learning aim level; like the funding summary reports and occupancy reports we provided last year.

12.2 You will receive a set of reports when you submit your ILR data that will indicate how much you have earned. There will be two main reports for formula-funded Adult Skills Fund provision that we fund:

- The devolved occupancy report - this report gives the most detailed information at

learner and learning aim level

- The devolved funding summary report – this report gives you the aggregated information by month and for each funding line type (subcategories within the budget)

12.3 As the budget has changed from AEB to ASF the funding lines will change accordingly, these will be reflected in your funding reports.

12.4 All learning aims that started before 1 August 2024 and continue into the year 2024 to 2025 should remain being recorded in the ILR using Funding Model 35 ('Adult Skills'). We will continue to use the funding calculation from last year for these learning aims. We will merge the information from the calculations for Funding Model 35 and Funding Model 38 into a single updated occupancy report, and similarly the funding summary report will contain information from both calculations.

## Annex 1: List of sector subject areas with new skills funding bands and hourly rates

SSA tier 2	SSA Tier 2 description	Skills funding band	Hourly skills funding rate from 1 Aug 2024
<b>1</b>	<b>Health, public services and care</b>		
1.1	Medicine and dentistry	Medium	£8.40
1.2	Nursing and subjects and vocations allied to medicine	Medium	£8.40
1.3	Health and social care	Medium	£8.40
1.4	Public services	Low	£7.20
1.5	Child development and wellbeing	Low	£7.20
<b>2</b>	<b>Science and mathematics</b>		
2.1	Science	Medium	£8.40
2.2	Mathematics and statistics	Low	£7.20
<b>3</b>	<b>Agriculture, horticulture and animal care</b>		
3.1	Agriculture	Specialist/High	£12.00/£9.60
3.2	Horticulture and forestry	Specialist/High	£12.00/£9.60
3.3	Animal care and veterinary science	Specialist/High	£12.00/£9.60
3.4	Environmental conservation	Medium	£8.40
<b>4</b>	<b>Engineering and manufacturing technologies</b>		
4.1	Engineering	High	£9.60
4.2	Manufacturing technologies	High	£9.60
4.3	Transportation operations and maintenance	High	£9.60

<b>5</b>	<b>Construction, planning and the built environment</b>		
5.1	Architecture	Medium	£8.40
5.2	Building and construction	High	£9.60
5.3	Urban, rural and regional planning	Medium	£8.40
<b>6</b>	<b>Information and communication technology</b>		
6.1	ICT practitioners	Medium	£8.40
6.2	ICT for users	Medium	£8.40
<b>7</b>	<b>Retail and commercial enterprise</b>		
7.1	Retailing and wholesaling	Low	£7.20
7.2	Warehousing and distribution	Low	£7.20
7.3	Service enterprises	Low	£7.20
7.4	Hospitality and catering	Medium	£8.40
<b>8</b>	<b>Leisure, travel and tourism</b>		
8.1	Sport, leisure and recreation	Low	£7.20
8.2	Travel and tourism	Base	£6.00
<b>9</b>	<b>Arts, media and publishing</b>		
9.1	Performing arts	Low	£7.20
9.2	Crafts, creative arts and design	Medium	£8.40
9.3	Media and communication	Low	£7.20
9.4	Publishing and information services	Low	£7.20
<b>10</b>	<b>History, philosophy and theology</b>		
10.1	History	Base	£6.00

10.2	Archaeology and archaeological sciences	Low	£7.20
10.3	Philosophy	Base	£6.00
10.4	Theology and religious studies	Base	£6.00
<b>11</b>	<b>Social sciences</b>		
11.1	Geography	Low	£7.20
11.2	Sociology and social policy	Base	£6.00
11.3	Politics	Base	£6.00
11.4	Economics	Base	£6.00
11.5	Anthropology	Base	£6.00
<b>12</b>	<b>Languages, literature and culture</b>		
12.1	Languages, literature and culture of the British Isles	Base	£6.00
12.2	Other languages, literature and culture	Base	£6.00
12.3	Linguistics	Base	£6.00
<b>13</b>	<b>Education and training</b>		
13.1	Teaching and lecturing	Low	£7.20
13.2	Direct learning support	Low	£7.20
<b>14</b>	<b>Preparation for life and work</b>		
14.1	Foundations for learning and life	Base	£6.00
14.2	Preparation for work	Base	£6.00
<b>15</b>	<b>Business, administration and law</b>		
15.1	Accounting and finance	Low	£7.20

15.2	Administration	Base	£6.00
15.3	Business management	Low	£7.20

15.4	Marketing and sales	Base	£6.00
15.5	Law and legal services	Base	£6.00

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## Annex 2: Variations from Formula Funding and associated ILR Coding

### General ILR Coding:

#### All Learning Organisations:

Source of Funding for CPCA Residents : 115

For all formula funded activity please use **Funding Model 38**

**Learning Organisations with a Community Learning Allocation** *now referred to as tailored learning*

All Community Learning activity MUST be coded with **Funding Model 11**

#### Independent Training Providers (ITP)

MUST use **DAM 002** for each aim. Any aim without this code will not be funded by the CPCA.

# Annex 3: Area cost uplifts applicable to the CPCA region

## Cambridgeshire 1.02

Cambridge	Huntingdonshire	South Cambridgeshire
East Cambridgeshire	Peterborough	Fenland