



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION

Liverpool City Region Combined Authority Adult Education Budget (AEB): Funding and Performance Management Rules

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

This document sets out the funding and performance management rules that apply to all providers of education and training who receive adult education budget funding and providers receiving National Skills Fund Level 3 Adult Offer funding from the Liverpool City Region Combined Authority

Version 6 – May 2021

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Introduction and purpose of the document

This document sets out the Liverpool City Region Combined Authority AEB funding rules for the 2020 to 2021 funding year (1 August 2020 to 31 July 2021). These rules contain conditions of funding (in accordance with section 101 of the Apprenticeships Skills Children and Learning Act 2009) and apply to all providers who receive LCRCA funded AEB.

We know that providers are working through exceptional circumstances due to Coronavirus (COVID-19). We may publish further updates about the impact of COVID-19 on our funding rules as these become clear. We will tell you about any changes in our LCRCA updates. We would like to take this opportunity to thank you for your continued hard work in these difficult times. For further information on the latest COVID-19 response, please read the ESFA guidance on [Maintaining education and Skills training provision: further education](#) providers.

LCRCA funded AEB aims to engage adults and provide the skills and learning they need to progress into, or within, work or equip them for an apprenticeship or other learning. It enables more flexible tailored programmes of learning to be made available, which may or may not require a qualification, to help eligible learners engage in learning, build confidence, and/or enhance their wellbeing.

Providers must have due regard to the skills analysis and priorities of Liverpool City Region Local Enterprise Partnership and the Skills Advisory Panel.

These rules do not apply to

- apprenticeships
- advanced learner loans
- education and training services funded by the European Social Fund/HMT Guarantee
- individual's who are resident in a different devolved authority area, unless they meet the criteria detailed in these rules
- 19-23 Traineeships

This document forms part of the terms and conditions of funding and you must read them in conjunction with your grant funding agreement and/or contract for services with the Combined Authority. You must operate within the terms and conditions of the grant funding agreement and/or contract for services, these rules, and the Individualised Learner Record (ILR) specification. If you do not, you are in breach of your funding agreement /contract for services with the Combined Authority.

All information, including hyperlinks were correct when we published this document.

LCRCA reserves the right to make changes to these rules.

How this document can help you

We have divided this document into two sections that contain the AEB specific funding rules, and payment and performance management rules. Each section may include the context of the rule in a box, or set out in a table, and/or the rule/s itself as a numbered paragraph.

These funding rules should be read alongside:

- Liverpool City Region Combined Authority's Skills Strategy 2018–2023; [link](#)
- 2020/2021 ILR Specification; [link](#)
- The Gov.UK reference guides on qualifications eligible for public funding found [here](#) including:
 - [Adult education budget: legal entitlements and qualification eligibility principles;](#)
 - [English and math's legal entitlement offer;](#)
 - [Level 2 and level 3 legal entitlement offer;](#)
 - [2020 to 2021 qualifications in the digital legal entitlement](#)
 - [Adult education budget: funding rates and formula. Link:](#)
 - [Qualification achievement rates and Minimum Standards: Link:](#)
- Liverpool City Region AEB Grant Funding Agreement; and/or
- Liverpool City Region AEB Contract for Services.

We have included a [glossary](#) to explain technical terms.

We have included a summary of changes to explain new policy rules and amendments that differ from 2019 to 2020.

The Combined Authority reserves the right to make changes to these rules during the academic year.

Understanding the terminology

The term 'we' or 'us' or 'Combined Authority' or 'LCRCA' refers to the Liverpool City Region Combined Authority.

When we refer to 'you' or 'providers', this includes colleges, training organisations and local authorities who receive LCRCA funded AEB to deliver education and training to learners set out on 'Who we fund' section on page 12

We will use the generic term 'you' or 'provider' unless the requirements only apply to a specific provider type. We use the term 'funding agreement' to include:

- grant funding agreement
- contract for services

We use the terms 'individual' and 'learner' to cover those whose provision is funded by us. Eligible learners will reside in Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral. Learner postcodes can be checked for eligibility at on the ESFA website [postcode checker data set](#). Grant funded organisations should refer to paragraph 19 if they are in receipt of an allocation to support Greater Manchester residents

We use the term 'provision' or 'learning' or 'learning aims' to refer to LCRCA funded AEB, whether it is a regulated qualification, or other learning that is not a regulated qualification or as agreed with the Combined Authority.

If we refer to qualifications, either these will be from the Regulated Qualifications Framework (RQF) <https://www.gov.uk/find-a-regulated-qualification> or an Access to Higher Education Diploma recognised and regulated by the Quality Assurance Agency (QAA).

If we refer to 'learning aims', we mean a single episode of learning which could be a regulated qualification, a component of a regulated qualification or non-regulated learning.

If we refer to 'programmes', we mean a coherent package of learning which may include regulated qualifications, components of regulated qualifications or non-regulated learning with clearly stated aims supporting agreed outcomes.

We may refer to this document as 'funding rules' or 'the rules'.

Contacting us

You can contact us at aeb@liverpoolcityregion-ca.gov.uk. Organisations with a funding agreement/contract for services can also make contact through their assigned Relationship Manager.

Summary of main changes from previous version of Funding Rules

Please see changes since the publication of version 5 below.

- clarification of funding eligibility date for new qualifications for the national skills fund level 3 adult offer – page 41
- clarification of reconciliation process for the national skills level 3 adult offer – page 42
- learning support section strengthened for the use of the ILR and the EAS – page 55
- Updates to show the lowering of the reconciliation threshold for LCRCA grant funded AEB adult skills – page 63
- clarification of funding eligibility date for new qualifications for high value courses for school and college leavers – page 69

Section 1 - General Funding Requirements

Liverpool City Region: Principles of funding

1. In 2020/2021, the Combined Authority will build upon previous national AEB Funding and Performance Management Rules with adaptations to accommodate local delivery priorities for Liverpool City Region residents.

2. This approach will provide continuity for those Colleges, Local Authorities and Independent Training Providers with existing funding agreements and certainty of learner funding eligibility and funding rates. The Combined Authority will continue to make crucial changes to local funding and performance management rules, rates and learner eligibility criteria for fully funded delivery.

3. Our focus will be to work with Colleges, Local Authorities and Independent Training Providers to build an evidenced based social and business case for future changes. In the longer term, a step change is needed for residents to become more economically productive and engage more effectively in their local communities. The Combined Authority will make improvements in the short, medium and longer term through:

- Collaboration between Providers
- Encouraging co-location and co-delivery of services;
- Engagement and training of economically inactive and unemployed people;
- Narrowing of the gap of underrepresented learners; and
- Aligning local commissioning of AEB with other funding streams.

4. The Liverpool City Region commissioning approach is underpinned by the following delivery principles, designed to convey clarity and transparency:

- Local skills investment priorities will be aligned to Skills Strategy outcomes;
- The Combined Authority will align, where possible, with national policy on funding eligibilities, rates and entitlements and will seek to improve or enhance these in support of local priorities as appropriate;
- The Combined Authority will encourage new market developments and innovation that strengthens the local Provider base and responds to needs and opportunities;
- Skills funding decisions including European Social Fund and Skills Capital will be considered alongside the AEB;
- Subcontracting will be agreed where this adds value to the mix and balance of provision locally and enriches the learning offer; and

- Allocations and details of commissioned provision will be openly published to ensure transparency of process.

5. These funding rules apply to all learners starting new learning aims on or after 1 August 2020 who are a resident within Liverpool City Region at the commencement of learning for Colleges and Providers with a grant funding agreement or contract for services with the Combined Authority.

6. Individuals continuing their learning in 2020/21 funding year, who were a resident within Liverpool City Region at the commencement of learning (start date 1st August 2019 - 31st July 2020 funding year) will be funded through the Providers LCRCA allocation.

- You must not transfer funding between the Combined Authority procured contracts for services and grant funding agreements should a Provider hold both.
- The Combined Authority will negotiate Grant Funding Agreements with general Further Education colleges, sixth form colleges (and academy trusts incorporating former sixth form colleges) and local authorities with campuses located within the Liverpool City Region at our discretion and in line with legal advice.
- Liverpool City Region's market entry point for other organisations that intend to deliver AEB funded provision to Liverpool City Region residents is our standard Selection Questionnaire, Invitation to Tender and due diligence checks. These will be issued as part of any commissioning calls for new provision, followed by a specification of the delivery required.
- LCRCA funded AEB Providers do not have to complete and update the Register of Training Organisations.
- Where a funding agreement / contract for services contains specific ring-fenced budgets, e.g. for Test and Learn Pilots / procured Lot 2 provision, this should not be transferred or expended on any learning or learner support outside of the pilot without the written permission of the Combined Authority.
- You must not transfer, cross or double fund learning between the following ring-fenced budgets and funders (or any other funding - this list is not exhaustive):
 - AEB budget devolved to Liverpool City Region for Liverpool City Region resident learners;
 - AEB from national ESFA funds in separate funding;
 - AEB sourced from other devolved City Regions; and
 - Advanced Learner Loan funding where AEB devolved to the Liverpool City Region supports learning aims at Level 3 and above;

- Level 3 Adult Offer
- Any other funding

7. We will review and monitor whether the LCRCA funded AEB provision you provide represents good value for money. If we consider that funding is significantly more than the cost of providing education and training, we may reduce your funding after consulting with you.

8. Failure to comply with funding and subcontracting rules could lead to action or intervention. Providers should have regard to relevant ESFA policies and guidance about the oversight of providers. Please refer to the updated and published documents on the Gov.uk website. The triggers for action and the type of action the ESFA may take is set out in these documents and is in accordance with their provisions

- [College oversight: support intervention](#)
- [How ESFA maintains oversight of independent training providers](#)

Who we fund

9. Where we refer to a learner's age being 19, this relates to the learner being aged 19 or over on the 31 August within the funding year they start a learning aim.

10. For all other purposes, the age of the learner is at the start of each learning aim. Eligible learners for AEB with residency in the Liverpool City Region include those:

- 10.1. Aged 19 or older within the 2020/2021 funding year; or
- 10.2. Aged 25 on 31 August within the 2020/2021 funding year or older for learners that previously had an Education Health and Care Plan; and
- 10.3. Agreed in advance by exception with the Combined Authority in writing.

11. A learner's eligibility will not change during a learning aim.

12. Learners will be eligible for funding for the whole of the learning aim if they are eligible for funding at the start, even if the duration is for over one academic year.

13. You must reassess the learner eligibility for any further learning they start.

14. If an individual starts a learning aim or programme and is not eligible for funding, we will not fund their learning while they remain ineligible.

15. You must not fund a learner who is unable to complete a learning aim or programme of study in the time they have available. Any learner, of any age, must be able to achieve the learning aim or programme of study in line with their initial assessment and individual learning plan.

Cross border learners

16. Providers should not actively engage learners in devolved skills areas where they do not have a devolved AEB funding award or allocation.

17. Providers will be able to meet the needs of learners' resident outside of the Liverpool City Region from ESFA funding or other funding from other devolved AEB Mayoral Combined Authority areas if funded by these organisations and contracts/grants are in place with each one.

18. Providers must not actively recruit learners who live or work in devolved administration areas for skills and must develop arrangements with the relevant devolved administration if they are planning to deliver a significant quantity of learning to learners who reside in devolved skills areas.

19. Grant funded providers may receive in 2020/21 a proportion of their allocation from which they can support learning for residents of the Greater Manchester devolved AEB Mayoral Combined Authority Area.

20. **BY EXCEPTION AND ONLY WITH PRIOR PERMISSION FROM LIVERPOOL CITY REGION COMBINED AUTHORITY:** Providers who do not hold an LCRCA AEB funding agreement or funding from a neighbouring devolved AEB Combined Authority area may be allowed with permission to fund learners that are resident outside of Liverpool City Region. In all other circumstances Providers, starting learners that are not resident within Liverpool City Region will be considered ineligible and unfunded by the Combined Authority.

Funding rates and formula

21. You can access this information in the Adult Education Budget: funding rates and formula 2020 to 2021 by the following [Link](#)

Residency eligibility

22. You must check the eligibility of a learner and their residency ensuring they reside within the local authority areas of Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral at the start of each learning aim and only claim funding for eligible learners unless otherwise agreed in writing with the Combined Authority. Please refer to the [glossary](#) definition of 'learner residency' and the devolution [postcode checker data set](#). Grant funded organisations should refer to paragraph 19 if they are in receipt of an allocation to support Greater Manchester residents

23. Individuals will be eligible for Liverpool City Region Combined Authority devolved AEB funding if they meet the criteria in '[who we fund](#)' are currently or ordinarily

resident in the Liverpool City Region and their learning is taking place in England and they:

24.1. are a citizen of a country within the European Economic Area (EEA) or other countries determined within the EEA, including those with bilateral agreements such as Switzerland, or have settled status or the Right of Abode in the UK, and

24.2. have been ordinarily resident in the EEA or other countries determined within the EEA, including those with bilateral agreements such as Switzerland, for at least the previous 3 years on the first day of learning.

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

26. The eligibility of individuals who do not meet the requirements in para 22 as stated above.

27. Any learner or relevant family member who has applied for an extension or variation of their current immigration permission in the UK is still treated as if they have that leave. This only applies if the application was made before their current permission expired. Their leave continues until the Home Office decide on their immigration application. Their leave will continue where they have appealed or sought an administrative review of their case within the time allowed to them for doing so.

28. Therefore, a learner or relevant family member is considered to still have the immigration permission that they held when they made their application for an extension, administrative review or appeal, and their eligibility would be based upon this status.

29. You can find further information on eligibility from the [UK Council for International Student Affairs](#).

30. The learner's immigration permission in the UK may have a 'No recourse to public funds' condition. Public funds do not include education or education funding. Therefore, this does not affect a learner's eligibility, which must be decided under the normal eligibility conditions.

Non-EEA citizens

31. A non-EEA citizen is eligible for funding if they have permission granted by the UK government to live in the UK, which is not for educational purposes, and have been ordinarily resident in the UK for at least the previous 3 years before the start of learning.

Individuals with certain types of immigration status and their family members

32. Any individual with any of the statuses listed below is eligible to receive funding and are exempt from the 3-year residency requirement rule. You must have seen the learner's immigration permission which would include the biometric residence permit (2BRP) and in some cases an accompanying letter from the Home Office in these circumstances:

32.1. refugee status

32.2. discretionary leave to enter or remain

32.3. exceptional leave to enter or remain

32.4. indefinite leave to enter or remain

32.5. humanitarian protection leave outside the rules the husband, wife, civil partner or child of any of the above in paragraphs 32.1 to 32.4

32.6. section 67 of the Immigration Act 2016 leave

32.7. Calais leave to remain.

Asylum seekers

33. Asylum seekers are eligible to receive funding if they are resident in the Liverpool City Region; and

33.1. have lived in the UK for 6 months or longer while their claim is being considered by the Home Office, and no decision on their claim has been made, or

33.2. are receiving local authority support under [section 23C](#) or [section 23CA of the Children Act 1989](#) or the Care Act 2014

34. An individual who has been refused asylum will be eligible if they are currently resident in the Liverpool City Region; and

34.1. they have appealed against a decision made by the UK government against granting refugee status and no decision has been made within 6 months of lodging the appeal, or

34.2. they are granted support for themselves under [section 4 of the Immigration and Asylum Act 1999](#), or

34.3. are receiving local authority support for themselves under [section 23C](#) or [section 23CA of the Children Act 1989](#)

Family members of EU and EEA nationals

35. In the explanations below, the ‘principal’ is the European Union (EU) or EEA national. The ‘family’ or ‘family member’ is the learner, and must be the husband, wife, civil partner, child, grandchild, dependent parent or grandparent of the ‘principal’.

36. If the learner, who is a family member of an EEA national, has been ordinarily resident in the EEA for the 3 years prior to the start of their course, they are eligible for funding.

37. This table shows the eligibility for family members if:

37.1. the family member is now ordinarily resident in Liverpool City Region, but has not been ordinarily resident in the EEA for at least the previous three years before the start of learning, and

37.2. a principal has been resident within the EEA for the last three years

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

Children of Turkish workers

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

38.1. the Turkish worker is currently ordinarily resident in the UK and is, or has been, lawfully employed in the UK

- 38.2. the child has been ordinarily resident in the EEA and/or Turkey for the full 3-year period before the start of their programme

Persons granted stateless leave

39. A person granted stateless leave is a person who:

- 39.1. has extant leave to remain as a stateless person under the immigration rules (within the meaning given in [section 33\(1\) of the Immigration Act 1971](#)); and
- 39.2. has been ordinarily resident in the UK and Islands throughout the period since the person was granted such leave

40. A stateless person must:

- 40.1. be ordinarily resident in the UK on the first day of the first funding year of the course; and
- 40.2. have been ordinarily resident in the UK and Islands throughout the 3-year period preceding the first day of the first funding year of the course

41. Certain family members are also eligible under this category if:

- 41.1. the spouse or civil partner of a person granted stateless leave (and who was the spouse or civil partner of that person on the leave application date), who is ordinarily resident in the UK on the first day of the first funding year of the course, and who has been ordinarily resident in the UK and Islands throughout the 3 year period preceding the first day of the first funding year of the course; or

- 41.2. the child of a stateless person or of the stateless person's spouse or civil partner (and who was the child of that stateless person or the child of the stateless person's spouse or civil partner on the leave application date), was under 18 on the leave application date, is ordinarily resident in the UK on the first day of the first funding year of the course, and has been ordinarily resident in the UK and Islands throughout the 3 year period preceding the first day of the first funding year of the course

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

Individuals who are not eligible for funding

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

- 43.1. those who are here without authority or lawful status
- 43.2. those who are resident in the UK on a Tier 4 (general) student visa unless they are eligible through meeting any other of the categories described above
- 43.3. non-EEA citizens who are in the UK on holiday, with or without a visa
- 43.4. non-EEA citizens who are a family member of a person granted a Tier 4 visa, who have been given immigration permission to stay in the UK and have not been ordinarily resident in the UK for the previous three years on the first day of learning
- 43.5. individuals who are ordinarily resident in the Channel Islands or the Isle of Man, unless they are also ordinarily resident within England
- 43.6. those whose biometric residence permit or residence permit imposes a study prohibition or restriction on the individual

Learners in the armed forces

44. We will fund armed forces personnel, Ministry of Defence (MoD) personnel or civil and crown servants where the learning takes place in England and they are ordinarily resident in the Liverpool City Region. We will class members of the British armed forces on postings outside of the EU, including their family members, as ordinarily resident in the UK.

45. Members of other nations' armed forces stationed in England, and their family members, aged 19 and over, are eligible for ESFA funded AEB, set out in '[who we fund](#)', if the armed forces individual has been ordinarily resident in England for 3 years. We will not fund family members that remain outside of England.

Learners temporarily outside of England

46. Individuals ordinarily resident in the Liverpool City Region (England) working outside of England as part of their job, are eligible for AEB funding as long as some of the learning takes place in Liverpool City Region. You cannot claim for the additional expense of delivering learning outside of England.

Learners who live in Wales, Scotland or Northern Ireland

47. Any learning for non-Liverpool City Region residents requires prior written approval by the Combined Authority.
48. Wales, Scotland and Northern Ireland have their own funding arrangements. You must develop arrangements with the relevant devolved administration if you are planning to deliver a significant quantity of learning to learners who do not live in England.
49. You must not actively recruit learners who live or work outside of England.
50. We will fund an individual who does not live in the Liverpool City Region (England), if specialist skills training is only available in Liverpool City Region and agreed prior to the commencement of learning by the Combined Authority. For example, in cases where an employer is moving location to the Liverpool City Region, and staff will then work and / or live in the Liverpool City Region (England) to study or learn. We do not expect these numbers to be significant.
51. For learning delivered at an employee's workplace, we will fund individuals whose main employment or normal place of work is in Liverpool City Region where eligible e.g. for fully funded entitlement provision. These circumstances should be agreed prior to the commencement of learning with the Combined Authority in writing

Fees and charging

52. You must not make compulsory charges relating to the direct costs of delivering a learning aim to learners we fully fund, including those with a legal entitlement to full funding for their learning. Direct costs include any essential activities or materials without which the learner could not complete and achieve their learning.
53. If a fully funded learner needs a Disclosure and Barring Service (DBS) check to participate in learning, you cannot charge them for this. If the learning is associated with the learner's employment, their employer is responsible for carrying out and paying for this check.
54. When charging a fee to co-funded learners, the sum of the government contribution and the learner's fee must not exceed the fully funded weighted rate for the learning aim, and the learner should not have to pay more than 50% of the unweighted rate.

Qualifying days for funding

55. A learner must be in learning for a minimum number of days between their learning start date and learning planned end date before you can earn funding,

including learning support. You can access this information in the [adult education budget: funding rates and formula 2020 to 2021 guidance](#).

56. This does not apply where the learner achieves the learning aim.

Recognition of prior learning

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

57.1. reduce the funding amount claimed for the learning aim by the percentage of learning and assessment the learner does not need

57.2. follow the policies and procedures set by the awarding organisation for delivery and assessment of the qualification

58. You must assess whether any prior learning negates the need for a learner to undertake the whole learning aim.

59. You must not use prior learning to reduce funding for English and maths qualifications up to and including level 2.

60. If a learner enrolls on an advanced subsidiary (AS) level qualification followed by an A level, you must reduce the funding claimed for the A level to take account of the prior study of the AS level and record this in the 'Funding adjustment for prior learning' field in the ILR. More information available at GOV.UK [ILR guidance](#).

Breaks in learning

61. The Combined Authority will not fund a learner whilst on a break in learning.

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

63. You must record the date a learner takes a break in learning and the date they restart their learning in the ILR. Further guidance on recording breaks can be found in the ESFAs [ILR provider support manual 2020 to 2021](#).

64. You must have evidence that the learner agrees to return and continue with the same learning aim; otherwise, you must report the learner as withdrawn. When the learner returns to learning, you must re-plan and extend the remaining delivery as required.

65. You must not use a break in learning for short-term absences, such as holidays or short-term illness. Breaks in learning should be for a reasonable length of time in relation to the duration and number of learning aims a learner is registered for and should be regularly reviewed by Providers.

Response to coronavirus (Covid-19)

Breaks in Learning

66. In line with paragraphs 61 to 65 you and the learner can agree to suspend learning to enable the learner to take a break in learning where:

66.1. the learner is self-isolating, or caring for others affected by coronavirus (COVID-19) and is unable to continue by distance learning and/or an online offer, or

66.2. you are unable to deliver learning because of the impact of coronavirus (COVID-19) on your business and there is no reasonable way to achieve appropriate delivery by distance learning and/or online learning

67. To record breaks in learning for coronavirus (COVID-19) reasons, you must:

67.1. include these learners in your ILR submissions

67.2. record the reason, retain and submit evidence as set out in paragraphs 63 to 64

67.3. ensure affected learners are not recorded as permanently withdrawn from their learning, by entering the 'completion status' field of the ILR as '6', denoting that the learner has temporarily withdrawn from learning due to an agreed break in learning as a direct impact of coronavirus (COVID-19)

67.4. not change the current planned end date of the learning aim record

67.5. agree a new planned end date, when the learner returns, that must be assessed and recorded against the revised learning aim record

In-year Flexibilities (Level 2 programme)

67. LCRCA has introduced an in-year Level 2 flexibility in response to the current economic challenges. The flexibility aims to offer local residents the skills they need to retain employment and train for better jobs in a rapidly changing local labour market, including supporting furloughed residents working in sectors under threat due to COVID-19 or in need of retraining.

68. The Level 2 flexibility expands fully funded Level 2 training to all LCR residents in all settings be that in the local community, via remote/distance learning,

learning centres or in the workplace. This in-year flexibility means that learners commencing learning from the 1st December can access fully funded Level 2 and below provision. The fully funded Level 2 flexibility will apply for the remainder of the academic year and will be reviewed ahead of 1 August 2021/22.

69. Reporting learner characteristics: This flexibility utilises an element of National Retraining Scheme (NRS) funding and its specific eligibility requirements (earning below £35,000, over age 24 and without a first degree). Providers utilising the flexibility will report on learner characteristics through the ILR with a change to existing DAM (devolved area monitoring) codes. Salary evidence requirements must be retained and confirmed as detailed in the Funding and Performance Management Rules for the Learners in Receipt of a Low Wage, paragraph 163.

70. Please see the Data Guidance Briefing 2020/21. DAM Codes changes will apply to the Level 2 flexibility learner characteristics as follows:

- Existing Low Wage Pilot (earns below £18,525, N.B. threshold was increased from 9th November) – **010 and 023**
- Level 2 flexibility including fully funded in work residents will be reported as either:
 - earning £35,000 or below, aged over 24 without a first degree level qualification – **008 and 023** or;
 - either earning more than £35,000, of any age with or without a first degree level qualification, or; holds a degree level qualification, regardless of earnings - **036 and 023**

In all cases evidence of learner income level, age and prior attainment must be retained by the provider.

71. Evaluation of impact: Providers utilising the Level 2 flexibility will be required to submit a short evaluation on its impact and the proportion of use, at the end of the academic year. The report will request both quantitative and qualitative information such as:

- a data summary of take up, status at start (number of furloughed learners), retention and achievement by age/gender/employer/sector area/prior highest qualification
- analysis of the learner journey, initial starting point, distance travelled and planned goals.

Please note - All other fully funded provision for eligible unemployed learners remains the same.

What we will not fund

72. If an individual starts a learning aim or programme which is not eligible for funding, we will not fund their learning while they remain ineligible.

We will not fund:

72.1. Any provision you deliver to a learner whose learning is taking place outside of England or non-Liverpool City Region residents unless otherwise agreed in writing by the Combined Authority

72.2. qualifications, units or learning aims that are not listed on [the Hub](#) or on the legal Qualification funding approval: [funding](#) year 2020 to 2021 manual – please see paragraphs 150 to 156

72.3. provision to learners in custody - the Ministry of Justice funds prison education in England. Please note you can use your LCRCA funded AEB to fund individuals released on temporary licence as set out in paragraph 161.4

72.4. any part of any learner's learning aim or programme that duplicates provision they have received from any other source

72.5. training through LCRCA funded AEB, where a learner is undertaking or planning to undertake an apprenticeship and where that training will:

72.5.1 replicate vocational and other learning aims covered by the apprenticeship standard or framework, including English and maths

72.5.2 offer career related training that conflicts with the apprenticeship aims

72.5.3 be taking place during the apprentices working hours. Where an apprentice has more than one job, working hours refers to the hours of the job the apprenticeship is linked to

72.6. a learner to repeat the same regulated qualification where they have previously achieved it, unless it is for any GCSE where the learner has not achieved grade 4 (C) or higher

72.7. learner to sit or resit a learning aim assessment or examination where no extra learning takes place

Subcontracting

Please note this section is subject to potential further amendments and clarifications. These changes are likely to be made in further iterations of this document.

From 2019, the ESFA introduced an annual review of subcontracting for all providers who subcontract ESFA programmes including the Adult Education Budget. The Liverpool City Region Combined Authority will have regard to the published report, but will not necessarily align the findings to the funding rules.

We can confirm that for 2020 /2021 we will protect learners by looking for signs of non-compliance and checking with main providers that the rules are being followed.

- It is vital that all directly funded organisations must properly monitor and control all subcontracted delivery
- Lead providers are responsible for the selection and actions of their delivery subcontractors
- Details of all proposed subcontractors and their allocations will be submitted via the subcontractor declaration included in your delivery plan, the % of delivery that you are planning to subcontract must not exceed year 1
- Subcontractors must have Matrix accreditation (or working towards)
- The funding you retain in relation to each Subcontractor's AEB delivery for that funding year must be capped at a maximum of 20% of subcontracted earnings

For Information, the ESFA have published additional information describing their expectations of lead providers when they [subcontract](#). These rules have been reordered for clarity.

Your policy for delivery subcontracting

73. You must take your own legal advice about whether, in subcontracting part of your service delivery, you are a contracting authority awarding a public contract as defined by of [Public Contracts Regulations 2015](#). If you are, then you should comply with the provisions of the 2015 Regulations. You must provide a synopsis of the legal advice for inspection by us on request.

74. Your governing body or board of directors and your accounting officer (senior responsible person) must agree your policy for delivery subcontracting. This policy must

set out your reasons for subcontracting and that all your delivery subcontracting meets your strategic aims and enhances the quality of your learner offer. You must be able to confirm this by way of evidence, such as minutes of meetings and/or written sign-off. The minimum content for your policy for delivery subcontracting is set out in para 84.

75. You must publish your policy for delivery subcontracting on your website.

76. You must not subcontract for delivery to meet short-term funding objectives.

77. Your Subcontractors do not need to register with the Combined Authority, however, we expect full due diligence checks to be undertaken by Lead Providers and all subcontracted provision to be declared to the Combined Authority for agreement prior to the commencement of any learning by the Subcontractor.

78. Subcontracts of all values will be declared and published once agreed by the Combined Authority.

79. If your organisation does not apply a rigorous subcontracting due diligence process, we will review your funding arrangements and limit your ability to subcontract provision.

80. You must only use, and hold up to date, written evidence to support your use of delivery subcontractors;

80.1. If you have the knowledge, skills and experience within your organisation to:

80.1.1 successfully procure

80.1.2 contract with and manage those subcontractors and

80.1.3 can evidence this with the CVs of relevant staff

80.1.4 who your governing body/board of directors and your accounting officer (senior responsible person) determine as being of high quality and low risk

80.1.5 if you have robust procedures in place to ensure subcontracting does not lead to the inadvertent funding of extremist organisations

81. You are responsible for the actions of your delivery subcontractors connected to, or arising out of, the delivery of the services, which you subcontract.

Review and publication of your policy for delivery subcontracting

82. You must review your policy for delivery subcontracting annually. This policy must be signed by your governing body or board of directors and your accounting officer.

83. You must publish your policy for delivery subcontracting on your website before entering into any subcontracting agreements for the 2020 to 2021 funding year. We expect the policy, including the rationale to be published by 31 October 2020. It should be easy to navigate from the front page of your education and training web pages.

Minimum content requirements for your policy for delivery subcontracting

84. As a minimum, you must include the following in your policy for delivery subcontracting:

84.1. your reason for subcontracting

84.2. your contribution to improving your and your delivery subcontractor's quality of teaching and learning

84.3. the funding you retain in relation to each subcontractor's AEB delivery for that funding year must be capped at a maximum of 20% of subcontracted earnings unless otherwise agreed in writing by us

84.4. the support delivery subcontractors will receive in return for the fee you charge

84.5. how you will identify the support required and associated costs for different delivery subcontractors

84.6. how and when you communicate and discuss your policy for delivery subcontracting with potential delivery subcontractors, or current ones for new learner starts

84.7. how you will ensure you describe to each subcontractor, before each subcontracting relationship is agreed:

84.8. payment terms between you and your delivery subcontractors; the timing of payments in relation to delivery and timescale for paying invoices and claims for funding received

84.9. timing for review of your policy for delivery subcontracting

84.10. where you publish your policy for delivery subcontracting

Selection and procurement of your delivery subcontractors

85. If you have not previously subcontracted delivery of LCRCA AEB provision you must obtain our written approval before awarding a subcontract to a delivery subcontractor and keep evidence of this. We will place restrictions on your future use of AEB delivery Subcontractors if approval is not sought and agreed prior to delivery taking place.

86. When appointing delivery subcontractors, you must avoid conflicts of interest and you must:

86.1. write to us through your Relationship Manager about any circumstances (for example, where you and your proposed subcontractor have common directors or ownership) which might lead to an actual or perceived conflict of interest and

86.2. not award the contract without our written permission and

86.3. keep as evidence both your request and our reply

87. You must carry out your own thorough due diligence checks when appointing delivery subcontractors and have both the detailed process and the results available for inspection by us.

88. You must not use a delivery subcontractor's presence on the Register of Training Organisations, or any other public register or database, as an indicator that they are suitable to deliver to your specific requirements.

89. You must not appoint any delivery subcontractors for a period greater than a single academic year unless with prior written agreement of your Relationship Manager

90. You must ensure that any delivery subcontractor you appoint continues to meet the requirements of your due diligence procedures and that you provide them with all the necessary support.

91. You must not enter new subcontracting arrangements or increase the value of your existing arrangements if any of the following circumstances apply. These conditions will continue until we are satisfied that the concerns have been addressed and the circumstances below no longer apply if:

91.1. Ofsted has rated your leadership and management as inadequate

91.2. you do not meet our jointly agreed [minimum standards](#) between the Combined Authority and the ESFA

91.3. the outcome of any annual financial health assessment completed is inadequate, unless we have provided written permission in advance

91.4. You must not increase the total percentage of subcontracted delivery that you originally declared in 2019/20

91.5. You must seek approval to change or amend subcontractors in-year by contacting your Relationship Manager who will provide you with the necessary documentation

Entering into a delivery subcontract

92. You must only award contracts for delivering LCRCA funded AEB provision to legal entities. If the legal entity is a registered company, it must be recorded as 'active' on the [Companies House](#) database.

93. You must not award, or renew a subcontract to any organisation if:

93.1. it has an above-average risk warning from a credit agency

93.2. it has passed a resolution (or the court has made an order) to wind up or liquidate the company, or administrators have been appointed

93.3. its statutory accounts are overdue

94. You must make sure that learners supported through subcontracting arrangements know about you and your delivery subcontractor's roles and responsibilities in providing the learning.

95. You must have a legally binding contract with each delivery subcontractor that includes all the terms set out in paragraph 97

96. You must have a contingency plan in place for learners in the event that:

96.1. you need to withdraw from a subcontract arrangement

96.2. a delivery subcontractor withdraws from the arrangement

96.3. a delivery subcontractor goes into liquidation or administration

97. You must make sure that the terms of your subcontracts allow you to:

97.1. monitor the delivery subcontractor's activity

97.2. have control over your delivery subcontractors

97.3. monitor the quality of education and training provided by delivery subcontractors

98. You must obtain an annual report from an external auditor if your LCRCA funded AEB contracts with your delivery subcontractors will exceed £100,000 in any one funding year. The report must provide assurance on the arrangements to manage and control your delivery subcontractors and comply with any guidance issued by us

99. You must also supply us with a certificate signed by the external auditor and an authorised signatory to confirm you have received a report that provides satisfactory assurance. We may ask you to provide a copy of the full report and any associated plan to implement the external auditor's recommendations.

Terms that you must include in your contracts with delivery subcontractors

100. You must make sure your delivery subcontractors:

100.1. meet the requirements set out in these funding rules

100.2. provide you with ILR data so your data returns to us accurately reflect your subcontractor's delivery information

100.3. give us, and any other person nominated by us, access to their premises and all documents relating to LCRCA funded AEB provision

100.4. give you sufficient evidence to allow you to:

100.4.1 assess their performance against [Ofsted's Education Inspection Framework](#)

100.4.2 incorporate the evidence they provide into your self-assessment report

100.4.3 guide the judgements and grades within your self-assessment report

101. always have suitably qualified staff available to provide the education and training we fund through LCRCA funded AEB

102. co-operate with you to make sure there is continuity of learning if the subcontract ends for any reason

103. tell you if evidence of any irregular financial or delivery activity arises; irregular activity could include, but is not limited to:

103.1. non-delivery of training when funds have been paid

- 103.2. sanctions imposed on the delivery subcontractor by an awarding organisation
- 103.3. an inadequate Ofsted grade
- 103.4. complaints or allegations by learners, people working for the delivery subcontractor or other relevant parties
- 103.5. allegations of fraud
- 104. are bound by European Social Fund (ESF) clauses from your funding agreement being then included in the subcontract, even if the provision being subcontracted is not funded by the ESF
- 105. do not use our funding to make bids for, or claims from, any European funding on their own behalf or on our behalf
- 106. do not use payments made as match funding for ESF co-financing projects
- 107. You must include in your contract with each delivery subcontractor:
 - 107.1. reference to your delivery subcontracting policy and where it can be found on your website
 - 107.2. your reason for subcontracting with them
 - 107.3. a list of all services you will provide to them and the associated costs for doing so.

Monitoring of your delivery subcontractors and subcontracted provision

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

Second-level delivery subcontracting

111. You must not agree the use of any delivery subcontractor where this would require you to deliver LCRCA funded AEB provision to a second level. All your delivery subcontractors must be contracted directly by you and you may have more than one subcontractor. The restriction on the level of subcontracting is in place to ensure:

- 111.1. that lead providers retain clear and transparent accountability for the quality of training provision
- 111.2. that proper and appropriate controls are in place to manage the learner experience; and
- 111.3. that value for money is achieved by mitigating funding being utilised for multiple tiers of subcontractor management

Reporting your subcontracting arrangements

112. You must provide a fully completed delivery subcontractor declaration by dates determined by the Combined Authority. If you do not make the declaration on time, we will suspend your payments. If you do not subcontract, you must still provide a nil return to confirm this within the deadline dates set.

113. You must also update your subcontractor declaration and associated LCRCA spreadsheets if, and when any of your subcontracting arrangements change during the year. This must follow the completion of all relevant documents provided by your Relationship Manager

114. You must report to us the actual level of funding paid and retained for each of your delivery subcontractors in 2020 to 2021. You must email this information to your Relationship Manager using a template which we will supply to you. We will let you know the date by when you must do this. We will publish the information on LCRCA website at our discretion. You must include the following:

- 114.1. name of each delivery subcontractor
- 114.2. the [UK Provider Reference Number](#) (UKPRN) of each delivery subcontractor
- 114.3. contract start and end date for each delivery subcontractor
 - 114.3.1 funding we have paid to you for LCRCA funded AEB delivery by each delivery subcontractor in that funding year
 - 114.3.2 funding you have paid to each delivery subcontractor for LCRCA funded AEB delivery in that funding year

- 114.4. details of the funding you have retained in relation to each delivery subcontractor's LCRCA funded AEB delivery for that funding year capped at a maximum of 20% of subcontracted earnings unless otherwise agreed in writing by us
- 114.5. if appropriate, funding each delivery subcontractor has paid to you for services or support you have provided in connection with the subcontracted delivery

Match funding requirements relevant to the adult education budget

115. The Combined Authority are comfortable in principle to allow AEB funding to be matched to ESF; however any organisation wishing to use AEB funding as match are asked to submit a formal request via aeb@liverpoolcityregion-ca.gov.uk outlining how you are proposing to use the funds and the potential additionality that will be secured for the City Region as a result.

116. You must return complete ILR data, including contact details such as telephone numbers, and you must only return 'not knowns' in exceptional circumstances. In particular, you must ensure data for employment status prior to starting, household situation, prior attainment and destination is returned, as these are important for match funding. If the information is not provided, or 'not known', or is not available, then you must use 'learner has withheld this information'.

117. You and your subcontractors must follow the retention of documents, 'publicity' and horizontal themes rules and provide evidence as detailed in the [ESF 2014 to 2020 funding rules](#).

118. You and your subcontractors must follow the evaluation, surveys and annual implementation reporting rules in the ESF 2014 to 2020 funding rules.

119. You must keep to the rules of the ESF programme or you will break the conditions of your contract and this could result in ESFA recovering funds. This includes keeping to the eligibility evidencing rules in the 'evidence pack' section of this document.

Evidence

120. You must hold evidence to assure us that you are using LCRCA funded AEB appropriately. Most evidence will occur naturally from your normal business process.

121. You must make sure applications for LCRCA funded AEB, support your decision to claim funding and support the individual's case for consideration as ordinarily resident in England, specifically Liverpool City Region, or any exceptions set out in the

Residency Eligibility section.

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

Evidence Pack

123. The evidence pack must contain evidence to support the funding claimed and must be available to us if we need it.

124. Evidence in the evidence pack must assure us that the learner exists.

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

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

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

128. If applicable, the evidence pack must confirm the following:

128.1. all information reported to us in the ILR and the earnings adjustment statement (EAS), and all supporting evidence to substantiate the data that you report

128.2. your assessment and evidence of eligibility for funding and a counter signed record of the evidence the learner has provided to support their eligibility for funding

128.3. copies of all assessments and diagnostics undertaken to determine a learners' requirements

128.4. information on prior learning that affects the learning or the funding of any of the learning aims or programme

128.5. for 'personalised learning programmes', for example, non-regulated learning aims, full details of all the aspects of the learning to be carried out, including supporting evidence of the number of planned hours reported in the ILR

128.6. a description of how you will deliver the learning and skills and how the learner will achieve

128.7. the supporting evidence about why you have claimed funding and the level of funding for a learner

- 128.8. details of any learner or employer contribution
- 128.9. support needs to be identified, including how you will meet these needs and the evidence of that
- 128.10. that learning is taking or has taken place and records are available
- 128.11. if applicable, a learner's self-declaration as to what state benefit they claim
- 128.12. if applicable a learners self-declaration to confirm their unemployed status if they are not in receipt of unemployment benefits/universal credit
- 128.13. a learner's self-declaration on their status relating to gaining a job; and
- 128.14. all records and evidence of achievement of qualifications, learning aims or traineeship programme. This must be available within three months of you reporting it in the ILR.
- 128.15. Approved job outcomes claims must adhere to the specific evidence requirements detailed in [Annex D](#)

129. You must keep evidence that the learner is eligible for funding.

130. Where the learner is unemployed, this must include a record of what you have agreed with them, including the relevance of the learning to their employment prospects and the labour market needs.

131. If a subcontractor delivers any provision to the learner, it must clearly identify who it is. This must match the information reported to us in the ILR.

Confirmation and signatures

132. The learner must confirm the information is correct when it is collected. You must have evidence of this, which can include electronic formats.

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

134. Both electronic and digital signatures are acceptable, we do not specify which should be used, only that a secure process to obtain and store signatures is followed:

- 134.1. An electronic signature is defined as any electronic symbol or process that is associated with any record or document where there is an intention to sign the

document by any party involved. An electronic signature can be anything from a check box to a signature and/or

134.2. A digital signature is where a document with an electronic signature is secured by a process making it non-refutable. It's a digital fingerprint which captures the act of signing by applying security to a document. Usually documents which have a digital signature embedded are extremely secure and cannot be accessed or amended easily

135. Where an electronic or digital signature is being held, from any party for any reason, you must ensure it is non-refutable. This includes the definitions of both wet and dry signatures. Systems and processes must be in place to assure us the original signature has not been altered. Where any document needs to be renewed, and a new signature taken, it must be clear from when the new document takes effect, and both must be held.

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

Starting, participating and achieving

137. You can only claim funding for learning when directly related learning starts. This would not include enrolment, induction, prior assessment, diagnostic testing or similar learning.

138. For your direct delivery, and any subcontracted delivery, you and where relevant, your subcontractor(s) must have direct centre approval and where appropriate, direct qualification approval from the respective awarding organisation for the regulated qualifications you are offering.

139. Delivery of the qualification (including learner registration with the awarding organisation) for direct delivery and any subcontracted delivery must be in line with the qualification specification and guidance set out by the relevant awarding organisation.

140. You must have evidence that the learning took place and the learner was not certificated for prior knowledge.

141. Where the learning is certificated, you must follow the relevant awarding organisation's procedure for claiming the relevant certificate(s) and ensure the learner receives them. You must evidence this has happened in the evidence pack.

Leaving learning / Destination and Progression

142. Please review the ESFA Provider Support Manual for further information regarding recording learner destination information:

- 142.1. Update the relevant fields when the learner completes/withdraws, reporting the actual end date in the ILR as the last day that you can evidence they took part in a learning activity.
- 142.2. Destination and progression data is required to be returned within two months of the learning being completed.

Individualised learner record (ILR)

143. You must accurately complete all ILR fields as required in the [2020 to 2021 ILR specification](#), even if they are not required for funding purposes.
144. The ILR must accurately reflect the learning and support (where applicable) you have identified, planned and delivered to eligible individuals. You must not report inaccurate information that would result in an overstatement of the funding claimed.
145. Where your data does not support the funding claimed, we will take action to correct this and we could recover funds you overstated.

Self-declarations by learners

146. All self-declarations must confirm the learner's details and describe what the learner is confirming for requirements set out in this document.
147. If a learner self-declares prior attainment, you must check this in the [personal learning record \(PLR\)](#) and query any contradictory information with the learner. The PLR will not necessarily override the learner's self-declaration.
148. With prior agreement from the Combined Authority, learners who are unemployed and not in receipt of any benefits may be considered eligible for funding. Evidence must be gathered that confirms the learner's status, the learner must complete a self-declaration confirming their unemployed status and the reason for participating in AEB. This self-declaration must be signed and dated by both the learner and tutor and held in the file for audit purposes.

Section 2 – LCRCA funded adult education budget (AEB)

Provision and individuals we fund

Legal entitlements

LCRCA AEB supports 4 legal entitlements to full funding for eligible adult learners.

These entitlements are set out in the [Apprenticeships, Skills and Children Learning Act 2009](#), and enable eligible learners to be fully funded for the following qualifications:

- English and maths, up to and including level 2, for individuals aged 19 and over, who have not previously attained a GCSE grade 4 (C), or higher, and/or
- first full qualification at level 2 for individuals aged 19 to 23, and/or
- first full qualification at level 3 for individuals aged 19 to 23
- Information technology ('digital') skills, up to and including level 1, for individuals aged 19 and over, who have digital skills assessed at below level 1

149. If an individual meets the legal entitlement eligibility criteria, you must not charge them any course fees.

150. Eligible learners exercising their legal entitlement, must be enrolled on qualifications from the qualifications approval manual:

150.1. [2020 to 2021 qualifications in the legal entitlement level 2 and level 3](#)
and/or

150.2. [2020 to 2021 qualifications in the legal entitlement English and maths](#)
[and/or](#)

150.3. [2020 to 2021 qualifications in the digital legal entitlement](#)

National Skills Fund - Level 3 Adult Offer and legal entitlements

151. Eligible 19 to 23 year-old learners can access all qualifications from the level 3 adult offer. If a learner aged 19 to 23 enrolls on a qualification that is;

- 151.1. included on both the legal entitlement list and the level 3 adult offer list they will have exercised their legal entitlement. For more information on the eligibility criteria refer to paragraphs 166 to 173

152. Funding for these learners will come from your AEB allocation and **not** the Level 3 Adult Offer allocation

ESFA Defined Local flexibility

LCRCA funded AEB also supports delivery of flexible tailored provision for adults, including qualifications and components of these **and/or** non-regulated learning, up to level 2 – we call this ‘ESFA defined local flexibility’.

ESFA Defined Local flexibility provision either is fully or co-funded, depending on the learner’s age, prior attainment and circumstances. Please refer to the ‘level of government contribution’ table on page 37 for learner eligibility. Where appropriate for the learner, you can deliver local flexibility provision alongside a legal entitlement qualification.

153. Learners aged 19 to 23 progressing towards their first full level 2, must undertake learning at entry and/or level 1 only from [local flexibility](#).

ESFA Defined Local flexibility and legal entitlements

154. Learners aged 19 to 23 who progress to their first full level 2, must only enrol on a qualification from the [Qualification funding approval: funding year 2020 to 2021 manual](#)

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

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

157. Eligible 19-year-old learners exercising their legal entitlement, can also access qualifications from the qualifications in the one-year skills offer for 19 year olds

Developing new Learning Aims and funding rates for devolved AEB funding

158. Where there is a local need for skills that are not currently listed on ‘The Hub’ the Combined Authority has the opportunity to add new learning aims or adjust funding rates for existing learning aims.

159. The Combined Authority will discuss the potential development of new learning aims with providers or adjustments to funding rates and the rationale for this with stakeholders and Providers on an individual basis.

LCR AEB Contribution Table

160. The level of LCRCA contribution for funded AEB is as follows.

Provision	19-23 year olds	24+ year olds unemployed	24+ year olds – other
English and maths, up to and including level 2 (must be delivered as part of the legal entitlement)	Fully funded ⁽¹⁾	Fully funded ⁽¹⁾	Fully funded ⁽¹⁾
Essential Digital Skills Qualifications up to and including level 1	Fully funded*	Fully funded*	Fully funded*
Level 2 (excluding English and maths. First full level 2 must be delivered as part of the legal entitlement)	Fully funded ⁽¹⁾ (first and full)	Fully funded	Co-funded Fully funded if earns less than £18,525 annual gross salary.
Learning to progress to level 2	Fully funded ⁽²⁾ (up to and including level 1)	Fully funded	Co-funded Fully funded if earns less than £ 18,525 annual gross salary.
Level 3 legal entitlement (learners first full level 3)	Fully funded*= ³	N/A	N/A
Level 3 Adult Offer (learners without a full level 3 accessing a qualification on the Level 3 Adult Offer qualifications list)	Fully funded= ³	Fully funded	Fully funded
Level 3 (a learner has already achieved a full level 3)	Loan-funded**= ³	Loan-funded	Loan-funded
English for Speakers of Other Languages (ESOL) learning up to and including level 2	Co-funded or Fully funded if earns less than £18,525 annual gross salary. Or fully funded if unemployed	Fully funded	Co-funded or Fully funded if earns less than £18,525 annual gross salary.
Learning aims up to and including level 2, where the learner has already achieved a first full level 2 or above	Co-funded or Fully funded ⁽²⁾ if earns less than £18,525 annual gross salary. Or fully funded if unemployed	Fully funded	Co-funded or Fully funded ⁽²⁾ if earns less than £18,525 annual gross salary.
Learning aims up to and including level 2, where the learner has not achieved a first full level 2, or above.	N/A	Fully funded	Co-funded or Fully funded if earns less than £18,525 annual gross salary
<p>(1) Must be delivered as one of the English and maths, Digital entitlement and/or first full level 2 or first full level 3 qualifications required as part of the legal entitlements. (2) Must be delivered as entry or level 1 provision from local flexibility. (3) Availability of loans at level 3 does not replace the legal entitlement to full funding for learners</p>			

aged 19 to 23 undertaking their first full level 3.

** Availability of loans at level 3 does not replace the legal entitlement to full funding for learners aged 19 to 23 undertaking their first full level 3.

= One year high value courses for school and college leavers: skills offer for 19-year-olds, may apply

Definitions used in the adult education budget (AEB)

Unemployed

161. For funding purposes, we define a learner as unemployed if one or more of the following apply, they:

161.1. receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only

161.2. receive Employment and Support Allowance (ESA)

161.3. receive Universal Credit, and their take-home pay as recorded on their Universal Credit statement (disregarding Universal Credit payments and other benefits) is less than £343 a month (learner is sole adult in their benefit claim) or £549 a month (learner has a joint benefit claim with their partner)

161.4. are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice

162. Providers may also use their discretion to fully fund other learners if both of the following apply. The learner:

162.1. receives other state benefits (not listed in paragraph 149) and their take-home pay (disregarding Universal Credit payments and other benefits) is less than £343 a month (learner is sole adult in their benefit claim) or £549 a month (learner has a joint benefit claim with their partner), and

162.2. wants to be employed, or progress into more sustainable employment, and their take-home pay (disregarding Universal Credit payments and other benefits) is less than £343 a month (learner is sole adult in their benefit claim) or £549 a month (learner has a joint benefit claim with their partner), and you are satisfied identified learning is directly relevant to their employment prospects and the local labour market needs

Learners in receipt of low wage

163. You may fully fund learners who are employed, or self-employed, and would normally be co-funded for provision, up to and including level 2. You must be satisfied the learner is both:

163.1. eligible for co-funding, and

163.2. earns less than £18,525 annual gross salary. The Combined Authority has increased this threshold salary level to the Real Living Wage or the equivalent of £18,525 per annum (as detailed [here](#)) enabling a greater proportion of learners to access fully funded skills provision.

164. You must have seen evidence of the learner's gross annual wages in these circumstances. This could be a wage slip or a Universal Credit statement within 3 months of the learner's learning start date, or a current employment contract which states gross monthly/annual wages. Please note this is not an exhaustive list, but you must evidence your decision to award full funding to an individual who would normally be eligible for co-funding.

165. Refer to the LCRCA Data Briefing Document and use the correct DAM codes to claim full funding for learners who meet the requirements set out above

National Skills Fund – Level 3 Adult Offer

166. As part of the Lifetime Skills Guarantee, a targeted level 3 adult offer has been developed to support adults aged 24+ without an existing full level 3 qualification.

167. The offer includes:

167.1. Level 3 qualifications which will support the development of new skills for adult learners and improve the prospects of eligible adults in the labour market. In particular, adults aged 24+ will now be able to access fully-funded Level 3 provision from the list of [qualifications available through this offer](#)

167.2. Support funding in line with paragraphs 250 to 255

168. An uplift is payable at two different rates and follows the earnings methodology set out in the Adult Education Budget: funding rates and formula 2020 to 2021. This uplift should be used to support delivery of the Level 3 Adult Offer, the qualifications included in the Level 3 adult offer will attract an uplift of:

- £600 for qualifications of 360 Guided Learning Hours (GLH) and above.
- £150 for qualifications of 359 GLH and below.

169. Only level 3 qualifications on the [Qualifications in the National Skills Fund](#) – on the Level 3 Adult Offer will attract an uplift. There may be additions to the list, to ensure it meets the needs of the economy – we encourage providers to check availability regularly.

170. When qualifications are added to the funding eligibility list, they will become eligible for funding from that publication date, and not be backdated to the start of the Level 3 adult offer (1 April 2021).

171. Please note this policy is subject to potential further amendments and clarifications

172. We will fully fund individuals as part of this offer where they:

- 172.1. are aged 24 or above on 31 August within the 2020 to 2021 funding year
- 172.2. have not achieved a full level 3 qualification which meet the requirements set out in paragraph 181 to 184
- 172.3. enrol on the Level 3 Adult Offer qualifications approved for funding

173. You must not claim for ESFA AEB funding where learners are already being funded through an Adult Learning Loan (ALL) for qualifications that are in the level 3 adult offer. The criteria for ALL can be found in the ESFA ALL funding rules 2020 to 2021.

174. You must:

- 174.1. Use LDM code 378 and FFI code 1 to claim for funding for learners who meet the requirements set out in paragraph 172)

175. The National Skills Fund Level 3 Adult Offer is subject to separate funding and performance management rules as specified by the ESFA, as such the tolerance is set at 100%.

176. For Grant Funded Providers, the total amount of delivery will be confirmed following the R14 submission. Any spend below 100% will be communicated in November 2021 and providers will be required to repay the full amount in January 2022.

177. Grant Funded providers will be paid in full for the 4-month delivery – attribute code AE21 – National Skills Fund.

178. For Contract for Services Providers, payments will continue to be made based on actual delivery. If any reconciliation is required providers will be notified in November 2021 and required to repay the full amount in January 2022.

Full Level 2

179. Full level 2 is the level of attainment which, is demonstrated by:
- 179.1. a General Certificate of Secondary Education (GCSE) in five subjects, each at grade 4 (C) or above, or
 - 179.2. a Technical Certificate at level 2 which meets the requirements for the 2018, 2019, 2020, 2021 and 2022 16 to 19 performance tables
 - 179.3. certain Technical Certificates in the 2017 16 to 19 performance tables
180. If a learner, aged 19 to 23 has achieved a level 2 qualification that was, at the time they started, or still is, classed as a full level 2, any subsequent level 2 qualifications will be co-funded. Please contact qualifications.esfa@education.gov.uk if you need advice on a previous qualification's designation.

Full level 3

181. Level 3 is the level of attainment which is demonstrated by a:
- 181.1. General Certificate of Education at the advanced level in two subjects
 - 181.2. General Certificate of Education at the AS level in four subjects
 - 181.3. QAA Access to Higher Education (HE) Diploma at level 3
 - 181.4. Tech level, or applied general qualification at level 3, which meets the requirements for the 2018, 2019, 2020, 2021 and 2022 16 to 19 performance tables
 - 181.5. certain Tech level, or applied general qualification in the 2017 16 to 19 performance tables
182. If a learner, aged 19 to 23 has achieved a level 3 qualification that was not classed as a full level 3 at the time they started it, but has since been classed as a full level 3, and wants to enrol on any subsequent level 3 qualification, of any size, they may apply for an advanced learner loan (provided the qualification is designated for funding, and subject to learner eligibility conditions), or pay for their own learning.
183. Please contact qualifications.esfa@education.gov.uk if you need advice on a previous qualification's designation.
184. For new linear AS and A levels, where a learner enrolls on an AS qualification and continues with further study to take the A level qualification in the same subject, you must record both the AS and A level in the ILR. The AS learning aim will be funded separately to the A level learning aim.

Approved qualifications

185. You must make sure that learning is eligible for funding before the learner starts. The [Learning Aims Reference Service](#) and [The Hub](#) contain details of eligible regulated qualifications, qualification components and non-regulated learning aims OR programmes of learning agreed with the Combined Authority that have then been entered on the Learning Aims Reference Service.

186. Where you deliver regulated qualifications and/or their components, you must ensure they are [approved for ESFA funded AEB](#) and available on [the Hub](#).

187. Where you deliver approved qualifications and/or their components you must ensure that learners are registered for the qualifications and/or component in line with the awarding policies and procedures. You must not 'pre-register' students a significant period in advance of the learner starting the qualification.

188. We will fund certain qualifications that are linked to specific regulations for a particular occupation and where provision is the responsibility of the employer for eligible unemployed learners that meet the criteria in paragraph 161. You can find more information about these qualifications in the [Qualification funding approval: funding year 2020 to 2021 manual](#).

189. Before delivering a component, you must check with the awarding organisation that they provide a learner registration facility and the learner can achieve it alone or as part of accumulating achievement towards a qualification.

190. If the [National Academic Recognition Information Centre](#) has confirmed the authenticity of a qualification gained overseas and confirmed it is comparable/compatible with a regulated qualification in England, currently part of the level 2 and level 3 [legal entitlement](#), the individual will be deemed to have achieved their first level 2 and/or level 3 qualification.

191. You must provide accurate unique learner number (ULN) information to awarding organisations and ensure all information you use to register learners for qualifications is correct. You can find more information in the [Learner Records Service guidance](#).

Non-regulated learning

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

- 192.1. Test and Learn Pilots (Lot 2) for Liverpool City Region residents (community funding model 10);

- 192.2. independent living skills or engagement learning supporting adults to operate confidently and effectively in life and work
 - 192.3. locally commissioned and/or locally-developed basic knowledge and skills needed to access technical qualifications
 - 192.4. employability and labour market re-entry
 - 192.5. locally commissioned and/or locally-devised technical education short courses (also known as taster sessions)
 - 192.6. community learning courses
193. The eligibility principles we apply to non-regulated learning are as follows:
- 193.1. it must not be provision linked to UK visa requirements
 - 193.2. it must not be provision linked to occupational regulation unless there is an agreed concession in place
 - 193.3. it must not be restricted to being delivered to employees of only one employer.
 - 193.4. it must not be learning, for example, 'induction to college', that should be part of a learner's experience
 - 193.5. it must not be a non-regulated version of a regulated qualification
 - 193.6. it must not be above notional level 2 (that is, at notional levels 3 or 4)
 - 193.7. at notional level 2 it must focus on technical provision.
194. Where you are delivering non-regulated learning, you must ensure you have appropriate and robust quality assurance processes in place. For instance, 'The Recognising and Recording Progress and Achievement (RARPA) Cycle'. Further [information on RARPA](#) is available from the Learning and Work Institute.

Learning in the workplace

195. We will fund learning in the workplace where a learner has a [legal entitlement](#) to full funding for:
- 195.1. English and/or maths up to and including level 2 , and/or
 - 195.2. a first full level 2, or
 - 195.3. a first full level 3 qualification

195.4. essential digital skills qualification, up to and including level 1

196. We will not fund any qualification or learning aim delivered at an employee's workplace, and is either relevant to their job or their employer's business, unless:

196.1. it is a legal entitlement qualification, or

196.2. we have confirmed a national level concession that responds to a significant negative economic impact for a specific industry, or work placement or work experience, unless it is delivered as part of the Prince's Trust Team programme

English and maths for those aged 19 or older

197. We will fully fund individuals, including individuals who are employed, aged 19 or older, who have not previously attained a GCSE grade 4 (C), or higher, in English and maths, as part of their legal entitlement on the day they start the following qualifications:

197.1. GCSE English language or maths

197.2. Functional Skills English or maths from Entry to level 2

197.3. Stepping-stone qualifications (including components, where applicable) in English or maths approved by the Department for Education

198. If a learner wants to 'retake' their GCSE English and maths qualification because they did not achieve a grade 4 (C), or higher, we will not fund the learner to only resit the exam.

199. You must not enrol individuals on qualifications which are not necessary for progressing towards a GCSE or Functional Skill level 2.

200. You must not fund an apprentice for English or maths from LCRCA funded AEB.

201. We will fully fund non-regulated English and maths learning for learners, including those assessed at pre-entry level with significant learning difficulties and/or disabilities as part of a personalised learning programme, where assessment has identified the learner cannot undertake provision identified in paragraph 193.

202. You must:

202.1. carry out a thorough initial assessment to determine an individual's current level using current assessment tools based on the national literacy and numeracy standards and core curriculums or DfE published English and Maths Functional Skills subject content

202.2. carry out an appropriate diagnostic assessment to inform and structure a learner's evidence pack to use as a basis for a programme of study

202.3. enrol the learner on a level above that at which they were assessed and be able to provide evidence of this

202.4. deliver ongoing assessment to support learning

202.5. record the evidence of all assessment outcomes in the evidence pack

203. The assessments must place a learner's current skills levels within the level descriptors used for the RQF

Digital entitlement for those aged 19 or older

204. We will fully fund individuals, including individuals who are employed, aged 19 or older, assessed at below level 1, as part of their legal entitlement on the day they start the following qualifications:

204.1. Essential Digital Skills Qualification (EDSQ up to and including level 1)

205. We will fully fund non-regulated learning for learners, including those assessed at pre-entry level with significant learning difficulties and/or disabilities as part of a personalised learning programme, where assessment has identified the learner cannot undertake provision identified in paragraph 204.

206. You must:

206.1. carry out an initial assessment using current assessment tools based on the national standards for essential digital skills

206.2. carry out an appropriate diagnostic assessment to inform and structure a learner's learner file to use as a basis for a programme of study

206.3. enrol the learner on a level above that at which they were assessed and be able to provide evidence of this

206.4. deliver ongoing assessment to support learning

206.5. record the evidence of all assessment outcomes in the evidence pack

207. The assessments must place a learner's current skills levels within the level descriptors used for the RQF.

Individuals aged 19 to 23 (excluding English, maths, digital and ESOL)

208. We will fully fund 19 to 23-year-olds, including individuals who are employed, on the day they start the following learning.

209. Qualifications defined within the [legal entitlement](#) that are a learner's:

209.1. first full level 2, and/or

209.2. first full level 3

209.3. [ESFA Defined Local flexibility provision:](#)

209.4. up to and including level 1 to support progression to a first full level 2, and/or

209.5. level 2 for those who already have a full level 2, or above, if they are unemployed

210. We will co-fund provision up to, and including, a level 2 for learners who have already achieved a full level 2, or above, who are employed. The low wage flexibility may apply, refer to paragraph 163.

Individuals aged 24 or older (excluding English, maths, digital and ESOL)

211. Liverpool City Region has a high proportion of older residents (many aged 50+). We will fully fund individuals aged 24 or older on the day they start provision up to, and including, a level 2, if they are unemployed.

212. We will fully fund individuals aged 24 or older on the day they start provision up to, and including, a level 2, if they are unemployed, as set out in paragraphs 161 to 162.

213. We will co-fund all other learners aged 24 years and older for provision up to, and including, a level 2. Where learners are employed, the low wage flexibility may apply, please refer to paragraph 163.

English for speakers of other languages (ESOL)

214. We will fully fund individuals aged 19 and over on the day they start their ESOL learning aim where they are unemployed

215. We will co-fund all other individuals aged 19 and over on the day they start their ESOL learning aim. Where learners are employed, the low wage flexibility may apply.

216. We will fund ESOL learning up to and including level 2.

217. Providers offering ESOL qualifications may need to deliver additional learning to individual learners that incurs additional cost above the qualification rate. You can access information on how to do this in the [adult education budget: funding rates and formula 2019 to 2020](#) guidance.

Learners with learning difficulties and/or disabilities

218. We will fund learners with learning difficulties and/or disabilities as set out in the [Apprenticeships, Skills, and Children and Learning Act 2009](#),

219. The Secretary of State has devolved to the Combined the Authority the responsibility for securing the provision of reasonable facilities for education and training suitable to the requirements of persons who are 19 and over. This includes learners with an identified learning difficulty and/or disability who have previously had an education, health and care (EHC) plan and have reached the age of 25.

Learners with an education, health and care (EHC) plan

220. To access provision and support costs you must inform us before the start of the 2020 to 2021 funding year where a learner:

220.1. has reached the age of 25 and has not completed their programme of learning as set out in their EHC plan by the end of the previous funding year, or

220.2. will reach the age of 25 in the funding year, where their EHC plan is not extended by their local authority to allow them to complete their programme of learning

221. The learner must:

221.1. have an EHC plan that confirms their needs could only be met by the training organisation they are, or were, attending

221.2. continue to make progress on the programme of learning as set out in their EHC plan

222. If a learner has an EHC plan, you must report this in the 'Learner funding and monitoring' fields in the ILR.

223. We will not fund learners whose EHC plan is extended by the local authority beyond their 25th birthday. The local authority must continue to provide top-up funding and contract directly with the institution.

Community Learning Allocations to Grand Funded Providers

This section only applies to Grand Funded Providers with a non-formula Community Learning allocation included in appendix 1 of their contract.

The purpose of Community Learning is to develop the skills, confidence, motivation and resilience of adults of different ages and backgrounds in order to:

- progress towards formal learning or employment and/or
- improve their health and well-being, including mental health and/or
- develop stronger communities

Community Learning Courses are delivered and reported on the ILR under the following four delivery strands:

- **Personal and Community Development Learning** - learning for personal and community development, cultural enrichment, intellectual or creative stimulation and for enjoyment (in most cases not leading to a formal qualification)
- **Family English, Maths and Language** - learning to improve the English, language and maths skills of parents, carers or guardians and their ability to help their children
- **Wider Family Learning** - learning to help different generations of family members to learn together how to support their children's learning
- **Neighbourhood Learning In Deprived Communities** - supports local Voluntary and other third sector organisations to develop their capacity to deliver learning opportunities for the residents of disadvantaged neighbourhoods

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

Non-formula community learning funding

224. The Combined Authority will fund community learning provision within your overall allocation.

225. Providers in receipt of a community learning grant allocation in Liverpool City Region will complete the LCRCA Delivery Plan, providing details of the total value of ACL being delivered (including the value of sub-contracted ACL provision)

226. The Delivery Plan should also include supporting narrative of how ACL resources will be deployed to meet your communities and learners and include details of collaborative working with stakeholders. The narrative should be concise and wherever possible reference existing documents that naturally occur as part of your community learning curriculum plans and local prioritisation of funding. If the Plan is not considered robust your AEB allocation will be restricted to a formula funded approach until it is agreed with the Combined Authority.

227. As part of your planning, we expect you to work with other Providers in your local area, who may be in receipt of non-formula community funding. We expect you to develop a strategic, efficient community learning offer to reduce duplication of courses in a locality, and signpost learners to other partners as and when appropriate, particularly in relation to learner progression.

228. Colleges and Local Authorities with community learning allocations from the Combined Authority will detail within their planning:

228.1. Evidence and practical application of collaborative curriculum planning for this provision with stakeholders including healthcare partners and Jobcentre Plus;

228.2. Plans to deliver more cohesive and accessible entry routes for learners with low level skills including those who are economically inactive and those with no or low level skills aged 50 and over;

228.3. Evidence and practical application of collaborative curriculum planning for this provision with other local Providers including Local authorities, Colleges and specialist partners and voluntary and community sector (VCS) organisations;

228.4. Added value through links to voluntary and community sector (VCS) and grassroots engagement and referral organisations;

228.5. Links to a diverse range of partners outside of the AEB provision linked to both health and employability; and

228.6. Progression routes between their provision and that of other neighbouring Providers.

229. You must have in place a 'Social Value' policy.

230. Local fee remission policy - you must have in place and operate a fair and transparent community learning local fee remission policy that requires individuals to pay a course / tuition / joining fee, but also sets out clear eligibility criteria for those individuals who, due to their circumstances, qualify for either partial or total fee remission.

231. Your Plan, Social Value and Local Fee remission policies must be available on your website and/or in the venues, you deliver community learning to eligible learners.

232. You must not use non-formula community learning funding for learning that is eligible for funding through an Advanced Learner Loan.

233. General FE Colleges and Local Authority community learning Providers will work with stakeholders including Jobcentre Plus to collaboratively plan to deliver more

cohesive and accessible entry routes for learners with low-level skills and progression pathways into more advanced levels of qualifications and skills.

234. Where applicable, your AEB allocation will include an amount of non-formula community learning funding. We state this value in your Grant Funding Agreement. For Contract for Services Providers in 2020/2021 this will apply should you have a Lot 2 (Test and Learn Pilot) allocation. You must deliver non-formula funded provision in line with the community learning objectives set out in [Annex B](#), up to this maximum amount or in line with your agreed Lot 2 (Test and Learn) Pilot scope.

235. Grant Funded non-formula funding is paid on a monthly profile, see [Annex H](#). You must 'attribute costs' for eligible learners, up to the value of your non-formula allocation. This should include the cost of delivering learning and any support costs, in line with learner and learning support, as outlined in the contents of this funding rules document. You must record these costs in the learner's learning plan.

236. If we fund you through a grant funding agreement, you have the flexibility to use all, or some, of your non-formula community learning funding in line with the AEB formula-funded methodology to meet local demand. This flexibility does not apply to contract for services funded Providers with a Lot 2 allocation.

237. Grant Funded Providers may use non-formula community learning funding to deliver non-regulated provision that may be similar to community learning. If you do, you must:

237.1. Follow the AEB formula-funded methodology and submit ILR data under fund model 35;

237.2. Enrol learners following the AEB eligibility requirements set out elsewhere in these funding rules; you must not use your community learning local fee remission policy.

238. If we fund your organisation through a contract for services, you do not have this flexibility, and we will reclaim unspent non-formula Lot 2 funding allocations at the end of the pilot period.

239. You must not use non-formula community learning or Lot 2 funding for learning that is eligible for funding through an Advanced Learner Loan.

240. You can support learners aged under 19 if they meet both of the following, they are:

240.1. a parent, carer or guardian attending a wider family learning or family, English, maths or language course

240.2. funded through non-formula community learning using funding model 10 in the funding model field (refer to ILR guidance for more information)

241. You must not use non-formula community learning funding for learning that is eligible for funding through an advanced learner loan.

Narrowing of the gap of under-represented learners – Equality and Diversity Impact Measures

242. The Skills Strategy sets out how the Combined Authority will deliver inclusive growth: <http://www.lcrskillsforgrowth.org.uk/our-work/skills-for-growth>

243. Equality and Diversity Impact Measures are a key part of measuring how Providers are individually and collectively helping to narrow the gaps for under-represented learners through skills provision.

244. Colleges, Local Authorities and Providers are required to support the Combined Authority to deliver inclusive growth through targeting of activity to narrow the gaps in skills and employment outcomes through the setting of Equality and Diversity Impact Measures detailed in their Self-Assessment Reports.

245. Underrepresented groups and disadvantaged learner's imbalances in learner cohort performance will be monitored by you as part of Equality and Diversity Impact Measures detailed within Self-Assessment Reports. You are required to record and monitor core Equality and Diversity Impact Measures including participation and achievement of:

245.1. Learners aged 50 and over with low skills;

245.2. Black and minority ethnic learners;

245.3. Learners with learning difficulties and/or disabilities;

245.4. Underrepresented learners by gender specific to your provision; and

245.5. Former Armed Forces staff (all ages not just those in receipt of pension).

246. [Annex E](#) sets out more details on Equality and Diversity Impact Measures. The Combined Authority encourages Providers to continue to measure their own additional Equality and Diversity Impact Measures that you have measured longitudinally over a number of years.

Prince's Trust Team Programme

The Prince's Trust Team Programme is a 12-week course designed to improve confidence, motivation and skills for eligible 16 to 25 year olds. Each 'team' recruits a mix of 16 to 25 year olds of different abilities and backgrounds, including employees sponsored by their employer. We fund the team programme. Providers in partnership with the Prince's Trust run and manage it on a local basis.

247. In order to deliver the team programme, you must get approval from the [Prince's Trust](#).

248. For eligible learners aged 19 to 25, we fund the team programme through the ESFA's [AEB funding methodology](#). Please also refer to the Princes Trust section in the adult education budget: [funding rates and formula 2020 to 2021](#) guidance.

249. For eligible learners aged 16 to 19, the team programme is funded through the ESFA's 16 to 19 [funding methodology](#).

Support funding – Learner and Learning support

The LCRCA funded AEB's over-arching aim is to support as many eligible adult learners as possible to access learning. Some learners will need additional support to start or stay in learning.

Where you identify that a learner has a learning difficulty and/or disability, or a financial barrier, your LCRCA funded AEB allocation enables you to claim learning support and/or learner support funding to meet the additional needs of learners.

Learning support

250. Learning support is available to meet the cost of putting in place a reasonable adjustment, as set out in the [Equality Act 2010](#), for learners who have an identified learning difficulty and/or disability, to achieve their learning goal.

251. Learning support must not be used to deal with everyday difficulties that are not directly associated with a learner's learning on their programme.

252. You must:

252.1. carry out a thorough assessment to identify the support the learner needs

252.2. agree and record the outcome of your assessment in the evidence pack

252.3. record all outcomes on the evidence pack and keep all evidence of the assessment of the needs, planned and actual delivery

252.4. report in the ILR that a learner has a learning support need associated with an identified learning aim, by entering code LSF1 in the 'Learning Delivery Funding and Monitoring' field and entering the corresponding dates in the 'Date applies from' and 'Date applies to' fields

253. You can claim learning support for the learner at a fixed monthly rate if you report it in the ILR. You must use the earning adjustment statement (EAS) if your costs exceed this monthly rate for the learner and you must keep evidence of these additional costs in the evidence pack.

254. You may claim the entire cost through the EAS where the learning aim is delivered in less than one calendar month

255. You can claim learning support if learning continues past the planned end date and the learner needs continued support in order to complete their programme.

Exceptional learning support claims above £19,000

If a learner needs significant levels of support to start or continue learning and has support costs of more than £19,000 in a funding year, you can claim exceptional learning support (ELS).

Learners aged 19 to 24 who require significant levels of support should have an EHC plan provided by their local authority and, therefore, would access funding from their local authority.

256. You must submit ELS claims at the beginning of the learner's programme, or when you identify the learner requires support costs more than £19,000 in a funding year, by completing and sending the [ELS claims document](#) to aeb@liverpoolcityregion-ca.gov.uk copying in your Relationship Manager.

257. To claim exceptional learning support for a learner aged 19 to 24 you must confirm why the individual does not have an EHC plan. This should be a letter or email from the learner's local authority stating the reason(s) why the individual does not need an EHC plan.

258. When you claim exceptional learning support you must explain why you have claimed the amount you have, which would be linked to the learner's assessment and planned learning support claim. You must only claim amounts for your costs of providing the support to the learner and not include any indirect costs or overheads.

Learner support

259. Learner support is available to provide financial support for individuals with a specific financial hardship preventing them from taking part/continuing in learning. Before you award support to a learner, you must identify their needs within the following 'categories'.

259.1. Hardship funding – general financial support for financially disadvantaged learners to support participation

259.2. 20+ childcare funding – for learners aged 20 or older on the first day of learning who are at risk of not starting or continuing learning because of childcare costs

259.3. Residential Access funding – to support LCRCA funded AEB learners (set out in paragraph 9) where they need to live away from home in order to access provision

259.4. Covid-19 response – support disadvantaged learners who cannot undertake online delivery in the event of local or national measures in response to Covid-19.

259.5. You must not claim more than 5% of your total Learner Support final claim as administration expenditure. You must document your process for managing your administration costs over the current funding year and record, report and retain evidence on spending for each of the categories. If you do not have a Learner Support allocation, you must follow these rules and claim learner support using the earnings adjustment statement (EAS).

260. You must:

260.1. have criteria for how you will administer and distribute your funds; these must reflect the principles of equality and diversity and be available to learners and to us on request

260.2. assess and record the learner's needs, demonstrating the need for support – you must record this information and retain in the evidence pack

260.3. report the appropriate Learner Support Reason codes in the 'Learner Funding and Monitoring' fields in the ILR

260.4. submit Learner Support data using the guidance issued for your contract type, listed in the [AEB Grant Funded section and AEB Contract for Services section](#)

260.5. consider the availability of other support for learners, for example from Jobcentre Plus

260.6. make it clear to learners it is their responsibility to tell the Department for Work and Pensions about any learner support they are receiving from you, as learner support payments may affect their eligibility to state benefits

260.7. consider using either AEB or loans bursary to support specific provision funded by either AEB or Adult Learning Loan where a learner is on 2 courses at the same time

261. You must not use learner support funds for any of the following:

261.1. essential equipment or facilities if the learner is eligible to full funding with the exception of the items covered in the Hardship section in paragraph 262 and the new flexibilities responding to coronavirus (COVID-19) in paragraph 269

261.2. a learner in custody or released on temporary licence

261.3. a learner carrying out a higher education course or learning aims fully funded from other sources

261.4. to pay attendance allowances or achievement and attendance bonuses

Hardship

262. You can use hardship funds for the following:

262.1. course-related costs, including course trips, books and equipment (where costs are not included in the funding rate)

262.2. support with domestic emergencies and emergency accommodation provided by others, or by providing items or services or cash direct to the learner, this can be in the form of a grant or repayable loan provided by you

262.3. transport costs (but not make a block contribution to post-16 transport partnerships or routinely fund transport costs covered in the local authority's legal duty for learners of sixth-form age)

262.4. examination fees

262.5. accreditation fees, professional membership fees and any fees or charges due to external bodies

262.6. your registration fees

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

264. If an asylum seeker is eligible for provision, you may provide learner support in the form of course-related books, equipment or a travel pass. You must not give a learner who is an asylum seeker support in the form of cash.

20+ childcare

265. You can only use childcare funding to pay for childcare with a childminder, provider or childminder agency, registered with Ofsted.

266. You must not use childcare funding to:

266.1. fund informal childcare, such as that provided by a relative

266.2. set up childcare places or to make a financial contribution to the costs of a crèche

266.3. fund childcare for learners aged under 20 on the first day of learning; instead you must direct them to the ESFA's ['Care to Learn' programme](#)

267. You must not use childcare for those aged 20 years or older to top up childcare payments for those receiving 'Care to Learn' payments.

Residential access funding

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

268.1. set out the criteria and procedures for considering and agreeing applications for support from your residential access funds

268.2. only pay for travel costs for learners who are awarded residential access funding in exceptional circumstances

268.3. only claim residential access funding for the period the learner is resident, this could be in accommodation you own or manage or other accommodation which you have agreed to fund in line with your criteria

Response to coronavirus (Covid-19)

269. You can support disadvantaged learners who were undertaking classroom or blended learning to continue to participate via online learning where the learner is:

- 269.1. self-isolating, or caring for others affected by coronavirus (COVID-19) or is otherwise affected by local/national measures if they:
 - 269.2. do not have internet access at home, and/or
 - 269.3. do not have a suitable device, i.e. laptop or tablet to complete the necessary online course work
270. You must secure value for money when purchasing IT devices and/or internet access including:
- 270.1. deploying any unused devices before you purchase new ones
 - 270.2. exploring options to access low cost second hand or recycled devices
 - 270.3. avoiding entering long term contract arrangements
 - 270.4. holding a record of actual costs for any IT devices and/or internet access bought for this purpose and make this available to us if asked
271. Where provision is delivered away from a learning centre, for example distance or e-learning, the following code should be entered: **ZZ99 9ZZ**. Please refer to the ESFA Specification of the Individualised Learner Record 2020/2021.
<https://guidance.submitlearnerdatabeta.fasst.org.uk/ilr>
272. IT devices you purchase must only be loaned out to learners and returned at the end of their learning aim to allow them to be re-used by other learners. Learners must sign a declaration, confirming:
- 272.1. they will return the device when their online learning aim(s) complete, or if they leave before completing their learning
 - 272.2. they will return the device in the same condition in which they received it
273. You must maintain an up to date record of the loan and return of devices to learners.
274. You must record the following evidence in the learner's evidence pack:
- 274.1. the outcome of the assessment undertaken to identify the learners individual need
 - 274.2. the learner declaration referred to in paragraph 271

Job outcome 'learning achievement' compensation payments (achievement payments for learners leaving courses early for a job)

275. For fully funded learners who are unemployed, we will pay 50% of the achievement payment if they start a job before achieving the learning aim. If the learner then achieves the learning aim, we will pay the remaining achievement payment. The following conditions apply:

275.1. the learner must provide you with evidence through a declaration, that they have a job for at least 16 hours or more a week for four consecutive weeks

275.2. Where the learner was claiming benefits relating to unemployment, they must also declare that they are now only claiming Universal Credit or other in-work related benefits.

Section 3 – Payments and Performance management

276. This section sets out the principles by which we will manage your performance in the 2020 to 2021 funding year.

277. For the purposes of this section, we use the term ‘contract value’ to mean your funding allocation or contract value as set out in your funding agreement or contract for services.

278. We will apply different performance management processes according to the type of funding agreement/contract we have with you. For example, performance management and reviews of the Lot 2 / Test and Learn Pilots will be different to the other elements contained in your funding agreement or contract. Within these processes, we will apply our principles of performance management consistently to all Providers.

279. We will use our approach to funding to make sure learning provision is of a high quality. We will use your track record to assess your ability to deliver education and training to the required standard. We will not increase your allocation through our performance-management process and may reduce or remove your allocation if one or more of the following is true:

279.1. your Ofsted grade is inadequate

279.2. you are in formal intervention for minimum standards or inspection

279.3. you have been issued with a notice to improve, additional conditions of funding or additional contractual obligations in relation to minimum quality standards for 19+ education and training

279.4. you have significantly under-delivered against your contract value in previous years

279.5. you are subject to an investigation for breach of contract and/or failed audit.

280. As part of our funding assurance work, we will continue to monitor compliance with the funding rules. We will contact you where we identify you have submitted data that does not meet our funding rules, or the ILR and EAS requirements. We will require you to correct inaccurate ILR and EAS data or to adjust your final funding claim.

281. You must submit your funding claims in line with the funding claims 2020 to 2021 guide which we will publish in autumn 2020.

282. We will review the actual spend you submit in your final funding claim against the ILR and EAS data you provide.

283. Should your contract for services / grant agreement be renewed in future academic years, we may increase or reduce your contract value to a level that is in line with your 2020/2021 outturn (increases are not guaranteed and are subject to affordability and Providers meeting our track record criteria set out above).

284. You can voluntarily reduce your AEB funding allocation. If you want to do this, please let your Combined Authority Relationship Manager know as soon as you are aware that you may have potential under delivery.

285. Your funding agreement will span two financial years:

285.1. August 2020 to March 2021: periods 1- 8 of the 2020 to 2021 funding year

285.2. April 2021 to July 2021: periods 9 to 12 of the 2020 to 2021 funding year.

286. You cannot vire between the two financial years without our written permission.

287. You cannot vire funds between the devolved AEB to any other funders programmes.

288. You cannot vire funds between funding agreements to another Provider even where this is within your group

289. The Combined Authority may increase, decrease or change the review points we operate, in line with delivery against the funding available or policy changes.

Continuing learners

290. ESFA will continue to be responsible for AEB learners that are resident in Liverpool City Region who were in learning prior to 1 August 2019 but did not complete by 31 July 2020 (continuing learners). You must ensure you meet the cost of continuing learners from within your ESFA funded AEB allocation, as you have always done.

291. Learners residing in Liverpool City Region that started since the 1 August 2019 continue to be Liverpool City Region Authority responsibility and will be funded from your 2020/21 allocation.

National Skills Fund level 3 Adult offer for 19 to 23-year-old learners

292. You can currently deliver Level 3 qualifications to eligible 19 to 23-year-old learners within your AEB adult skills allocation.

293. You must use LDM code 378 and FFI code 1 to record delivery for National Skills Fund level 3 offer when you submit ILR data. Please refer to the ILR specification for more information about using LDM codes.

294. This is separate from National Skills Fund Level 3 offer for 24-year-old learners and above.

AEB Grant Funding Agreements

295. If your AEB is allocated to you through a Grant Funding Agreement for 2020/2021, we will make payments on the standard national profile as set out in [Annex H](#).

296. Your funding agreement will state the maximum amount of AEB provision you can deliver between 1 August 2020 and 31 July 2021. It will also state the maximum value of non-formula funded community learning we will fund (where applicable to you). Your AEB grant allocation can be used to fund new starts and continuing learners for adult skills and non formula funded community learning and where applicable to you learner support. It cannot be used for the COVID-19 skills offer which includes the Level 3 Adult Offer for 24 years old and above this is separate - National Skills Fund.

297. Data should be submitted via the ESFAs Submit Learner Data Portal on a bimonthly basis from R02 in 2020/21

298. If your AEB is allocated to you as a block grant for 2020/2021 you must provide funding claims setting out your actual delivery to date and, where appropriate, provide a forecast for the remainder of the funding year. The funding claims must include adult skills, non-formula funded community learning and learner support funding. The funding claims you must provide are set out below:

298.1. The mid-year funding claim – which may be subject to reconciliation;

298.2. The year-end forecast claim; and

298.3. The final funding claim.

299. Any over delivery you undertake is at your own risk

300. The Combined Authority is currently considering rules related to in year reconciliation of grant funded providers following mid-year estimates. Further guidance will be made available following the grant funding provider's negotiation process.

Grant Funding Agreement End of Year Reconciliation

301. At the end of the 2020 to 2021 funding year, the Combined Authority will apply a 32% reconciliation tolerance for Grant Funded Providers. This has been lowered from 97% in recognition of the difficulties and uncertainties due to the ongoing impact of coronavirus (COVID-19) including the transferring of learning to on-line delivery where possible and the temporary closing of providers premises during the year.

302. Where your delivery of the overall AEB is at least 68% of your Liverpool City Region AEB funding allocation for Grant Funded Providers, we will not make a year-end adjustment to your AEB funding allocation and you will not have to pay back any unspent funds. However, we will expect you to set out and submit to the Combined Authority proposals detailing how these unspent funds will be allocated to learning provision that meets the priorities of the Liverpool City Region including priority group learners and will ask for evidence that these funds have been applied as described.

303. Our calculation of whether you have delivered 68% will be up to the value specified in your grant funding agreement.

304. If you do not deliver 68% or above, the Combined Authority will confirm the value of funding you must pay back in a grant funding agreement reconciliation statement.

305. AEB Grants Funding Agreements and AEB contract for services remain separate with different payment and performance-management arrangements. You cannot vire funds between the two.

306. You cannot vire between your AEB grant allocation and your COVID 19 skills National Skills Fund Level 3 adult offer

AEB Contract for Services

307. AEB Contract for Services can be used to deliver formula funded adult skills and learner support for new starts, as appropriate. It cannot be used for the COVID-19 skills offer which includes the Level 3 Adult Offer for 24 years old and above.

308. Carry-in learners with a start date between the 1 August 2019 and 31 July 2020 will be funded through your LCRCA allocation

309. Your Contract for Services will state the maximum amount of formula funded adult skills provision and learner support you can deliver between 1 August 2020 and 31 July 2021.

310. We will manage your contract in accordance with [Public Contracts Regulations 2015](#).

311. Your Contract for Services will state the maximum amount for Lot 2 Test and Learn Pilot (if applicable). You cannot via funding between formula funded AEB and Test and Learn funding (community learning).

312. For Lot 1 provision, we will pay you on the basis of your actual delivery each month, up to your contract value for the financial year. We will calculate the value of your actual delivery using the latest validated Individual Learner Record (ILR) and EAS data you provide.

313. For Lot 2 provision, please refer to section [Test and Learn Payments](#)

314. The learner support component is claimed through the ESFA EAS template and reconciled throughout the year based on the funding claims you provide. We will recover under-delivery.

315. Monthly Learner Support authorised funding must be submitted to the ESFA Submit Learner Data portal via EAS under authorised claims in line with agreed deadlines.

316. Any over delivery you undertake is at your own risk.

317. At the performance management points, set out in [Annex G](#) we will use the information you provide in your funding claims, ILR and EAS data to measure your performance against your monthly financial profile and Delivery Plan.

318. At the performance management points, we will reduce your contract value if your performance is outside the tolerance levels. The tolerance levels we will apply at the performance management points are set out in [Annex G](#).

319. The reduction in your contract value will reflect some or all of the value of the under-delivery to date outside of the tolerance. We will not change this approach unless there are exceptional circumstances.

320. We will apply the reduction unless you demonstrate you were impacted by issues outside of your control.

Changes to your AEB delivery plan / allocation

321. The Combined Authority will consider in-year change requests subject to affordability and subject to such requests addressing the skills priorities of the Liverpool City Region.

322. All Providers will be given equal opportunity to request change at the performance management points, subject to the conditions set out in this document and any additional criteria the LCRCA may apply in year. We expect Providers to assess the conditions set out in this document prior to submitting a change request.

323. If significant new funding becomes available in-year that would make a material difference to individual Provider contract values, we will give all Providers the opportunity to request change and reserve the right to go to open market for new or additional provision. We will apply a transparent assessment criteria depending upon budget availability, learner demand, and overall programme and individual provider performance. We will notify you in good time if we plan to launch a change request process outside of the published Performance Management Points.

324. At the performance management points set out in Annex G, we will recover funds from underperformance. If, when recovered, the value is significant enough to make a material difference to individual Provider contract values, we may recycle it to Providers with the demonstrable capacity and capability to spend it in full. We will notify you if we intend to do this.

325. New funding and funding recycled from underperformance may be offered to Providers who meet the following criteria (please note the LCRCA reserves the right to apply additional criteria in year)

326. If you have evidence of AEB eligible demand for learning that meets local priorities;

326.1. If you have an AEB Grant Funding Agreement and are on or ahead of profile for delivery in year;

326.2. If you have an AEB contract for service and are on or ahead of profile for delivery in year against your Monthly Financial profile at the performance management points;

326.3. You have a good track record of forecasting and delivery. Please note you will be judged on the accuracy of your forecasts for any future change requests;

326.4. You are not under notice for failure of inspection or breach of contract;

326.5. Any Provider under a notice to improve, additional conditions of funding or additional contractual obligations in relation to minimum quality standards for 19+ education and training will be assessed at the discretion of the LCRCA

327. We will calculate the amount of additional funding offered to Providers who meet the criteria using a locally consistent methodology. We will confirm this methodology when we do issue new funds or recycle funds.

328. Failure to deliver against your agreed delivery plan could constitute a breach of contract and may lead to a loss of payment for any variances to delivery.

Skills and Learner priorities

329. Subject to affordability and a change request process being launched, we will publish our priorities and the process for applying for any change.

Test and Learn pilot (Lot 2) payments

330. All Test and Learn pilots should commence within the academic year 2020/2021 and be completed by 31 July 2021

331. For 2020/21 Test and Learn Pilot allocations will be paid automatically on the standard national profile for grant funded providers and on the agreed profile for Contract for Services claimed via EAS. This will be monitored by your Relationship Manager and subject to year-end reconciliation.

332. You will be required to monitor and report on outcomes when requested by the Combined Authority.

333. The Combined Authority reserves the right to recover unspent funding allocations following an end of year review, evaluation and reconciliation process.

Test and Learn Lot 2 End of Year Reconciliation

334. If you do not deliver 100% of the funding provided for Test and Learn pilots, we will confirm the value of funding you must pay back in a Lot 2 Test and Learn pilot reconciliation statement following completion of an expenditure template (capital expenditure capped at 20%).

Covid Skills Offer - High value courses for school and college leavers: a one-year skills offer for 19-year-olds

As part of the government response a one-year high value courses skills offer has been developed to support school and college leavers who are at higher risk of becoming not in education, employment or training (NEET) because of Coronavirus (COVID-19). This includes the funding via AEB of high value course for schools and college leavers: a one year skills offer for 19 year olds.

Please note only level 2 and level 3 qualifications on the [Qualifications in the one-year skills offer for 19 year olds](#) will attract the uplift and increased job-outcome payment. This includes those 19-year-olds undertaking a qualification from this list which is also included on the 19 to 23-year-old legal entitlement list, refer to paragraph 149.

When qualifications are added to the funding eligibility list, they will become eligible for funding from that publication date, and not be backdated to the start of the academic year.

This includes for those 19-year olds undertaking a qualification from this list which is also included on the 19 to 23-year-old legal entitlement list, refer to page 37

ESFA fund the one year skills offer for 18 year olds (and 19 to 24 year olds with an EHC Plan) through the their young people's funding methodology.

We fund the one year skills offer for 19 year olds through the ESFA's AEB funding methodology. The rules that apply to 19 year olds are set out in the following section.

335. We will fully fund individuals as part of this offer where they;
- 335.1. are aged 19 on 31 August within the 2020 to 2021 funding year
 - 335.2. enrol on one Level 2 or Level 3 qualification on the one-year skills offer for 18/19 year olds
 - 335.3. already hold a Level 2 or Level 3 qualification or this is their first Level 2 or Level 3 qualification
336. You must:
- 336.1. use LDM code 376 and FFI code 1 to claim full funding for learners who meet the requirements set out in paragraph 332 above
 - 336.2. record in the evidence pack:
 - 336.3. a self-declaration from the learner that they have been unable to secure employment prior to enrolment

336.4. a declaration that you are unable to offer alternative work-based learning opportunities at the point of enrolment

337. Only level 2 and level 3 qualifications on the Qualifications in the one-year skills offer for 18/19 year olds will attract the uplift and increased job-outcome payment. This includes for those 19-year olds undertaking a qualification from this list which is also included on the 19 to 23-year-old legal entitlement list.

338. We fund the one year skills offer for 19 year olds through the LCRCA AEB funding methodology.

High Value Courses Job outcome payments

339. For eligible 19-year old learners, we will pay the full 20% achievement element if they leave their training early to start a job. This is subject to meeting requirements in paragraph 248

High value courses for school and college leavers: skills offer – Funding

340. The funding for this offer is separate from your LCRCA funded AEB and we will manage it as separate funding.

341. Additional funding allocated for high value courses for school and college leavers: skills offer will not be consolidated into your 2021 to 2022 allocation.

342. The following section covers the payment and performance management arrangements for the high value courses: one-year skills offer for 19-year olds allocation.

High Value Courses - Grant Funded Organisations

343. Your high value courses for school and college leavers: skills offer allocation is separate to your LCRCA funded AEB grant allocation and can only be claimed following actual delivery of level 2 and level 3 qualifications to eligible 19 year olds on the Qualifications in the one-year skills offer for 18/19 olds.

344. Your high value courses for school and college leavers: skills offer is available for one-year only from 1 August 2020 to 31 July 2021.

345. We will pay for high value courses for school and college leavers: skills offer on the basis of your actual delivery.

346. We will review actual delivery for eligible courses following the first PMP, we will calculate the value by your December validated ILR data submission.

347. We will review actual delivery for eligible learning courses following R14, we will calculate the value by your final validated ILR data submission.

348. You must use LDM code 376 and FFI and code 1 to record delivery when you submit ILR data. Please refer to the ILR specification for more information about using LDM codes.

349. Funding is subject to affordability.

350. You must provide 2 funding expenditure claims for high value courses for school and college leavers: skills offer setting out your actual delivery to date and, where appropriate, provide a forecast for the remainder of the funding year. The funding claims you must provide are set out below, a standard template will be issued in advance of the return date.

350.1. Final year-end forecast funding claim

350.2. November final funding claim

351. Guidance on payments will be issued alongside the funding claims form

352. Learners must start their programme before 1 August 2021 and must complete it by 31 March 2022. Where learners do not complete their programme by 31 July 2021, you must use your AEB allocation for 2021 to 2022 to fund the remainder of their programme.

High Value Courses - Contracts for services organisations

353. Your high value courses for school and college leavers: skills offer allocation is separate to your LCRCA funded AEB contract for service allocation and can only be used for actual delivery of level 2 and level 3 qualifications to eligible 19 year olds on the Qualifications in the one-year skills offer for 18/19 olds.

354. Your high value courses for school and college leavers: skills offer is available for one-year only from 1 August 2020 to 31 July 2021.

355. We will review actual delivery for eligible courses following the first PMP, we will calculate the value by your December validated ILR data submission.

356. We will review actual delivery for eligible learning courses following R14, we will calculate the value by your final validated ILR data submission.

357. You must use LDM code 376 and FFI code 1 to record delivery under this contract when you submit ILR data. Please refer to the ILR specification for more information about using LDM codes.

358. Funding is subject to affordability.

359. You must provide 2 funding expenditure claims for high value courses for school and college leavers: skills offer setting out your actual delivery to date and, where appropriate, provide a forecast for the remainder of the funding year. The funding claims you must provide are set out below, a standard template will be issued in advance of the return date.

359.1. February - mid-year forecast funding expenditure claim

359.2. November - final funding expenditure claim

360. Learners must start their programme before 1 August 2021 and must complete it by 31 March 2022. Where learners do not complete their programme by 31 July 2021, you must use your AEB allocation for 2021 to 2022 to fund the remainder of their programme.

Requesting a high value courses for school and college leavers: skills offer allocation

361. We will not accept requests for additional funding for high value course offer. This is short term additional funding.

Covid Skills Offer - National Skills Fund Level 3 offer for 24-year-old learners and above

Grant Funded Providers

362. The amount included in your National Skills Fund – Level 3 Adult Offer letter is to deliver: National Skills Fund - Level 3 Adult Offer for 24-year-old learners and above.
363. Payments for the 2020-21 contract year will be made in one payment in April 2021.
364. Funding for learner support and learning support is included in your allocation
365. For National Skills Fund - Level 3 Adult Offer for 24-year-old learners and above: your allocation is for part of the funding year from 1 April 2021 to 31 July 2021
366. You must use LDM code 378 and FFI code 1 to record delivery when you submit ILR data. Please refer to the ILR specification for more information about using LDM codes.
367. You must provide 2 funding claims setting out your actual delivery to date and, where appropriate, provide a forecast for the remainder of the funding year. The funding claims you must provide are set out below but please refer to the funding claims guidance for details of the:
- year-end forecast funding claim
 - final funding claim
368. If you do not deliver 100% or above of your contract value, we will confirm the value of funding you must pay back in your reconciliation statement.
369. Any delivery you undertake above this level is at your own risk and will not be paid.
370. For the academic year 2020/21 (1 April to 31 July 2021 period) only, we will pay up to 50% of delivery above your contract value for your Level 3 Adult Offer allocation, this only applies to the qualifications and eligible learners in scope for the Level 3 Adult Offer.
371. You cannot request a virement between your AEB grant allocation and your Level 3 Adult Offer allocation.
372. The funding agreements for AEB grant allocations and AEB contract for services remain separate with different payment and performance-management arrangements. You cannot request a virement of funds between the two.

Contracts for services Providers

373. Your COVID-19 skills offer allocation can only be used to deliver: National Skills Fund - Level 3 offer for 24-year-old learners and above

374. Your 2020 to 2021 AEB allocation letter will show as separate figures and we expect you to utilise the additional funding in accordance with those values.

375. We will manage your contract in accordance with Public Contracts Regulations 2015.

376. For National Skills Fund - level 3 offer for 24-year-old learners and above: Your allocation is for part of the funding year from 1 April 2021 to 31 July 2021.

377. You must use LDM code 378 and FFI code 1 to record delivery under this contract when you submit ILR data.

378. Please refer to the ILR specification for more information about using LDM code.

379. We will pay for the Level 3 Adult Offer on the basis of your actual delivery each month, up to your contract value for the financial year. We will calculate the value of your actual delivery using the latest validated ILR data you provide.

380. For COVID-19 skills offer you must provide 2 funding claims setting out your actual delivery to date and, where appropriate, provide a forecast for the remainder of the funding year. The funding claims you must provide are set out below but please refer to the funding claims guidance for details for the:

- year-end forecast claim
- final funding claim

381. For the academic year 2020/21 (1 April to 31 July 2021 period) only, we will pay up to 50% of delivery above your contract value for your Level 3 Adult Offer allocation, this only applies to the qualifications and eligible learners in scope for the Level 3 Adult Offer.

382. This is not guaranteed and is subject to affordability and you meeting our track-record checks. Any delivery you undertake above this level is at your own risk and will not be paid.

383. The funding agreements for AEB grant allocations and AEB contract for services remain separate with different payment and performance-management arrangements. You cannot request a virement of funds between the two.

Annex A: Eligibility for Funding

The [residency eligibility section](#) determines how eligibility to be ESFA funded can depend upon citizenship within the European Union (EU) or the European Economic Area (EEA). This annex details which countries will meet the residency requirements detailed in paragraph 22.

Countries or areas where residency establishes eligibility for our funding

- a) Member states of the EU.

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

- b) Other territories categorised as being within the EU.

Other territories are categorised as being within the EU for the purposes of the fees regulations. These are:

Cyprus: any Cypriot national living on any part of the island qualifies for EU residency and is considered an EU national

Finland: includes the Aland Islands

France: the French Overseas Department (DOMS) (Guadeloupe, Martinique, French Guiana (Guyana), Reunion and Saint-Pierre et Miquelon) is part of metropolitan France and is part of the EU

Germany: includes the former German Democratic Republic and the tax-free port of Heligoland

Portugal: Madeira and the Azores are part of the EU; Macau is not

Spain: the Balearic Islands, the Canary Islands, Ceuta and Melilla are part of the EU

United Kingdom: Gibraltar is part of the territory of the EU

To note: The Channel Islands and Isle of Man are part of the United Kingdom and Islands but not part of the EU.

Andorra, Monaco, San Marino and the Vatican are not part of the EU.

- c) EEA and eligible overseas dependent territories.

For funding eligibility purposes, this is defined as all member states of the EU and Iceland, Liechtenstein, Switzerland, Norway and all the eligible British overseas territories and EU overseas territories listed in paragraph d) below.

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

d) Eligible overseas territories of other British and EU member states.

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

- Anguilla
- Bermuda
- British Antarctic Territory
- British Indian Ocean Territory
- British Virgin Islands
- Cayman Islands
- Falkland Islands Henderson Island Montserrat
- Pitcairn, Ducie and Oeno Islands
- South Georgia and the South Sandwich Isles
- St Helena and its dependencies
- Turks and Caicos Islands Greenland and Faroe Isles
- Antilles (Bonaire, Curacao, Saba, St Eustatius and St Maarten) Aruba
- New Caledonia and its dependencies French Polynesia
- Saint Barthélemy
- The Territory of Wallis and Futuna Islands Mayotte
- French Southern and Antarctic Territories

Annex B: Community learning objectives

- B1. Focus public funding on people who are disadvantaged and least likely to participate, including in rural areas and people on low incomes with low skills
- B2. Collect fee income from people who can afford to pay and use where possible to extend provision to those who cannot
- B3. Widen participation and transform people's destinies by supporting progression relevant to personal circumstances, including:
- improved confidence and willingness to engage in learning
 - acquisition of skills preparing people for training, employment or self-employment
 - improved digital, financial literacy and/or communication skills
 - parents/carers better equipped to support and encourage their children's learning
 - improved/maintained health and/or social well-being
- B4. Develop stronger communities, with more self-sufficient, connected and pro-active citizens, leading to:
- increased volunteering, civic engagement and social integration
 - reduced costs on welfare, health and anti-social behaviour
 - increased online learning and self-organised learning
 - the lives of our most troubled families being turned around
- B5. Commission, deliver and support learning in ways that contribute directly to these objectives, including:
- bringing together people from backgrounds, cultures and income groups, including people who can/cannot afford to pay
 - using effective local partnerships to bring together key providers and relevant local agencies and services
 - devolving planning and accountability to neighbourhood/parish level, with local people involved in decisions about the learning offer
 - involving volunteers and voluntary and community sector groups, shifting long term, 'blocked' classes into learning clubs, growing self-organised learning groups, and encouraging employers to support informal learning in the workplace
 - supporting the wide use of online information and learning resources
 - minimising overheads, bureaucracy and administration

Annex C – Test and Learn pilots

C1 Test and Learn Pilot: English for Speakers of Other Languages (ESOL) – flexible and responsive delivery

RATIONALE:

- The Government's [Casey Review \(2016\)](#) stated that '*English language is a common denominator and a strong enabler of integration*'. The report recommends '*improving English Language provision through funding for community based classes and appropriate prioritisation of adult skills budgets*'. Our emerging findings from consultations with Providers, and the emerging English Skills for Growth Action Plan, details the need for discrete learning opportunities for those with skills needs related to: speaking and listening; reading and writing; and ESOL needs appropriate to the workplace. There is a need to provide opportunities for progression across these disciplines; courses at the right level and intensity for learners who may range from illiterate in their own language to graduates including pre-entry ESOL support; and learning experience enrichment with other learning alongside language skills.

AIM:

- Tailor delivery of ESOL provision to more effectively address skills needs in Liverpool City Region. Provision will not be restricted to current qualifications or formularised rates, to enable optimal cohort sizes or intensive tuition where this may be beneficial, for those learners that are: economically inactive; those wishing to gain employment, but face language barriers; those facing barriers to accessing ESOL learning due to work or caring responsibilities; refugees living within Liverpool City Region with 'permission to stay'; or asylum seekers pending a decision on 'permission to stay'.

KEY FEATURES:

The Combined Authority wishes to see true innovation in the delivery of ESOL locally that meets learner needs. Without being prescriptive, key features of a pilot could include one or more of the following:

- Effective initial assessment tools / diagnostic of the ESOL skills needs of learners;
- Testing of bespoke delivery for reading and writing and speaking and listening compared to employment and progression results from mainstream ESOL offers;
- Testing of results from RARPA (Recognising and Recording Progress and Achievement) approaches compared to mainstream ESOL qualifications;
- Development of pre-entry level provision for those illiterate in their own language with opportunities for progression to speaking and listening and reading and writing skills;
- Delivery as a minimum of 8 guided learning hours per week – in smaller class sizes

or over an intensive initial period with reported comparisons to mainstream provision;

- Development of future ESOL tutors - support new peer mentors with teaching qualifications;
- Supporting peer language conversational clubs with peer mentor and volunteer support; and/or
- Supporting tutor Continuous Professional Development (CPD) for multiple Providers.

OUTCOMES:

This may include the following:

- Better initial assessment and diagnostic tools developed;
- Number of new qualified ESOL tutors developed;
- Progression to employment or further learning other than ESOL;
- Developing new and better learning pedagogies co-designed with ESOL learners;
- Greater collaboration between Providers to meet needs and support progression;
- Successful testing of co-production techniques that informs future curriculum design; and
- Test the success of intensive smaller class sizes for a short initial period of learning.

C2 Test and Learn Pilot: English and maths – flexible and responsive delivery

RATIONALE:

On the whole Liverpool City Region's GCSE English and maths results for residents at age 16 underperforms when compared to national averages. This poor attainment has an effect on those that require English and maths skills in later life. Confidence in mathematics and written and spoken English are transformational skills that can make a difference to the lives and employment prospects of Liverpool City Region residents. Findings from a Liverpool City Region task and finish group on lower level skills needs found that: *“Course design and delivery are often based around traditional group education models, which can be inflexible and unresponsive to the needs of learners. This can also include timing of provision and the need to deliver qualifications with a lack of roll on / roll off, flexible access to skills support”*. There is a lack of opportunities to provide flexible attendance and opening hours due to cost constraints and staff contracts, which can also hamper access.

AIM:

To ensure more local residents can access and gain the functional skills in English and maths that help residents gain the most out of work, education and everyday life.

Target groups will include residents who are:

- In employment and in need of improved literacy and numeracy skills;
- Economically inactive in need of improved English and maths;

- Aged over 50 with low-level skills including a need to improve their numeracy and literacy to support work related skills and employment goals (including changing job roles or sector); and
- Those looking to return to work with literacy or numeracy skills needs following an absence, e.g. those returning to work following caring or childcare responsibilities.

KEY FEATURES:

Test and Learn Pilots will trial new methods of delivery that are not restricted to formularised rates of payment, enabling smaller cohort sizes and different teaching methodologies to test potential improvements in literacy and numeracy results and outcomes. The Combined Authority wishes to see true innovation in the delivery of literacy and numeracy. Key features of a pilot could include one or more of the following:

- Testing results from RARPA [hyperlink to RARPA](#) approaches compared to other literacy and numeracy qualifications;
- Use of smaller class sizes or an intensive initial period of literacy and numeracy learning with comparisons to mainstream provision results for learners;
- Supporting learners with the greatest needs with additional wrap around support or intensive support / short term 1:1 provision where necessary;
- Development of peer mentors through reading and maths clubs for adults with a view to providing qualifications for new mentors/tutors particularly for maths; and
- Support tutor Continuous Professional Development (CPD) for multiple Providers.

OUTCOMES:

This may include the following:

- Improved attainment in English and maths with quicker and/or better results;
- Volumes of English and maths mentors supporting provision and progressing to higher level learning and teaching qualifications through CPD;
- Learner progression into employment and/or further learning of learners;
- Successful testing of co-production techniques that informs future curriculum design;
- Test the success of intensive smaller class sizes for a short initial period of learning compared to mainstream entitlement provision; and
- Identify and share good practice in delivery of English and maths across Providers.

Annex D. Job outcome payments

Job outcome payments for learners undertaking sector-based work academies and Pre-Employment Training

- D1. The Combined Authority is testing further outcome payments linked to job outcomes resulting from sector-based work academies and Pre-Employment Training in 2020/2021. This decision has been made following the completion of an independent evaluation, the recommendations included in the report support the continuation of outcome payments.
- D2. The Combined Authority are keen to ensure inclusive growth, providing access to work experience and job outcomes for unemployed and economically inactive residents.
- D3. To support these aims we will fund job outcome claims over and above the achievement of learning as part of sector based work academies (agreed by employers and Jobcentre Plus/DWP) and job outcomes achieved as a result of a learner completing other non-sector based work academies Pre-Employment Training.
- D4. Pre-Employment Training includes skills for employment vocational programmes, encompassing priority and non-priority SSAs, inclusive of SSA 14.2 Preparation for Life and Work, Employability Training.

Eligible Learners and Learning

- D5. Only learners starting the appropriate programmes in the academic year 2020/21, with all required evidence, will be eligible for job outcome claims.
- D6. Learners must be eligible for fully funded learning for unemployed people and must have completed either a sector based work academy (approved by Jobcentre Plus/DWP) or a Pre-Employment Training programme formula funded by devolved AEB as a resident of Liverpool City Region.
- D7. Fully funded eligible learners include those who are unemployed and those learners who are deemed economically inactive as a result of not claiming benefits but have self-declared to their college or provider that they are now seeking work (appropriate self-declaration documentation must be completed and retained).
- D8. Learning supporting eligible learners for an outcome payment will:
- Be supporting a learner who is unemployed or self-declared as economically inactive and not in any form of work on their first day in learning;
 - Be paid for through funding model 35 (formula funding) rather than funding

- model 10 (community learning).
- At Level 2 or below.

Sector based work academies

D9. Sector based work academies are one form of employability focused programme supported by devolved AEB. They can last up to 6 weeks and have 3 main components:

- Pre-employment training that is relevant to the needs of the business and sector;
- Work experience placement, of benefit to both the individual and business; and
- A guaranteed job interview linked to the employer vacancy
- sector based work academies pre-employment training and work experience placement last up to 6 weeks
- All elements of the programme (including work experience placement) are subject to a maximum of 35 hours activity each week to meet the requirements of state benefit rules
- More details on sector based work academies can be found [here](#):

D10. Sector based work academies can be supported with devolved AEB funding within the following parameters:

- You must plan to deliver the pre-employment training and where appropriate, a work experience placement, which must be aligned to a guaranteed job interview with a named employer.
- If pre-employment training leads to a qualification, you must offer the qualification from an Ofqual-regulated awarding organisation.
- Pre-employment training must focus on activities that will help progression to an apprenticeship and/or sustainable employment. Addressing the employability needs of the learner could include writing CVs, preparing for interviews, searching for jobs and developing interpersonal and communication skills.
- Learning aims for sector-based work academies will not attract additional funding as they are fully funded for all unemployed learners.
- If a learner returns to the sector-based work academy programme, within the same academic year, no further job outcome claim will be approved.
- Sector based work academies must be recognised by, Jobcentre Plus / DWP to be eligible for job outcome payments from a provider's existing allocation.
- Sector based work academies vocational related learning will be earned from the provider's allocation and evidenced / claimed through the ILR.

Sector based work academies and Pre-Employment Training

- D11. Sector based work academies and Pre-Employment Training can be fully funded through the devolved AEB funding available for all unemployed learners for units on the Qualifications and Credit Framework (QCF) in line with the general funding and AEB eligibility rules set out in this document.
- D12. You can offer activities, including appropriate technical qualifications and skills required by the local labour market that will help the learner move into work or remove a barrier to them entering work.
- D13. You must assess all learners for English and maths as part of Sector based work academies and Pre-Employment Training programme.
- D14. You must support learners to progress to a GCSE grade A* to C, grade 4 or higher, or level 2 Functional Skills. You may use English and maths steppingstone qualifications (including components, where applicable).
- D15. You can continue to fund a learner to complete their English and maths qualifications beyond completion of their Pre-Employment Training and into employment where applicable.
- D16. You must support learners to achieve English for speakers of other languages (ESOL) qualifications where necessary.

Job outcome payment

- D17. We will pay £300 for a successful job outcome claim if the specified criteria and evidence requirements are met.
- D18. You must be in receipt of evidence from the employer and/or Jobcentre Plus/DWP of a positive job outcome as a result of a sector-based Work Academy or completion of a Pre-Employment Training programme or other suitable evidence of sustainable employment.
- D19. You must not claim job outcome compensation payments described elsewhere within the funding rules. This is in addition to any funding delivered through associated learning and payments for achievement.
- D20. Job outcome claims do not attract additional funds to your allocated maximum contract value. Outcome payments can only be claimed where you have sufficient funding within your remaining allocation in 2020/2021.
- D21. A maximum 5% is permitted, for job outcome claims, from within your total contract allocation. Any in-year growth can be proportionally applied to this 5 %. In-

year growth, following Performance Management Points, will be agreed through the application of a consistent methodology decided by the Combined Authority Commissioning Panel.

D22. The claim is processed by using the required learning aim as detailed in the Funding and Performance Management Rules and the Data Briefing Guidance. The process does align to the disadvantaged uplift payment; therefore, providers are required to monitor the cumulative value each month to ensure it does not exceed 5%.

Eligible jobs for outcome payments

D23. Employment in any sector which has been sustained for more than four consecutive weeks for at least 16 hours per week (on average).

D24. Agency employment and self-employment are accepted job outcomes if all evidence and criteria have been met. Job outcome claims will not include all jobs.

D25. We will not fund, and you must not submit a job outcome claim:

- for zero-hour contract employment
- for job outcomes achieved following the completion of Community Learning – code 10
- for job outcomes achieved following the completion of learning at level 3 or above

Job outcomes evidence requirements

D26. You must gain 3rd party evidence from the employer and/or Jobcentre Plus/DWP which is authenticated that confirms the learner has secured a job for at least 16 hours or more a week for four consecutive weeks or other suitable evidence of sustained employment.

D27. You must hold the evidence in the learner's Individual Learning Plan and/or evidence pack for audit purposes:

- 3rd party verification which is authenticated for example; company email, company stamped paperwork, compliments slip, letter headed paper
- ULN, learner name, DOB
- Employer Contact Details – name, email and postal address
- Job Outcome Details – job role, permanent or temporary, number of hours completed each week (average), start date confirmed
- Learner self-declarations of being economically inactive and not in any form of employment prior to learning

D28. Other suitable evidence:

A learner self-declaration will be accepted if no other 3rd party evidence can be secured. This must be authentic and include all of the information stated above.

D29. Audit and compliance checks will encompass both hard copy and electronic evidence.

Recording Requirements

D30. Tracking and reporting destinations via completion of the appropriate fields in the ILR are required to support analysis of the social and economic impact achieved by AEB delivery, therefore the destination field is now a mandatory field for all providers within your LCRCA return. This recording requirement applies consistently to all, this is not dependant on future job outcome claims and is subject to audit. Please refer to the ESFA Provider Support Manual for further information - <https://guidance.submitlearnerdatabeta.fasst.org.uk/psm>

D31. The job outcome must be achieved within 13 weeks of the learning end date to be eligible for payment. The ILR should only be updated to confirm the job outcome claim when the required evidence has been secured.

D32. Valid job outcome claims for 2020/21 must be submitted by the R14 final return.

D33. The final valid employment start for 2020/21 will be 30th July 2021.

D34. An outcome payment of £300 can be claimed by selecting the agreed learning aim (refer to the Data Guidance Briefing 2020/21) for either sector-based work academy or Pre-Employment Training. The learning aim start date will be on the date the learner started employment. This specific learning aim must be closed the day after the employment start date. Accordingly, this means that the completion and learning end date will be the day after the employment start date.

D35. This learning aim can only be used once per period of learning and only one job outcome payment can be claimed per individual learner per academic year.

Learner support

D36. Learning support for sector-based work academies and Pre-Employment Training is available as set out in the funding rules for other devolved AEB provision. For learners requiring Exceptional Learner Support, you must follow these rules and claim learner support using the EAS.

Annex E – Equality and Diversity Impact Measures (EDIMs)

What are EDIMs?

- They are targets (usually quantified) aimed to address identified variation between different groups of clients and narrowing gaps.
- They define actions that set out 'how' quantified targets can be achieved.
- EDIMs will provide challenging but realistic targeted measures for improvement;
- They measure progress against a baseline, and have clear milestones, monitoring and reporting procedures.

Why do we set EDIMs?

- To ensure all Liverpool City Region resident AEB funded learners have equal opportunity to access learning and skills to achieve success.
- Colleges, Local Authorities and Providers should aim to support learners to have equal chances of success and opportunities for progression through EDIMs.
- EDIMs provide a measure of success in narrowing gaps and any imbalances evident within a client group or where performance is not as a result of unfair or unequal access, treatment or opportunity to learning.
- To develop and share best practice in supporting particular client groups engage in learning and achieve in their learning.

How should Colleges, Local Authorities and Providers set EDIMs?

- Self-assessment reporting should identify differences for particular cohorts, trends in achievement, retention and progression.
- EDIMs are based on College and Provider analysis of their local learner cohort;
- Under-represented learners and the absence of learners engaged in learning may also be measured and targets for improvement set through EDIMs.

What type of EDIMs can you set?

- Specific EDIMs could identify and seek to address and narrow gaps in relation to age, ethnicity, gender, disability and learning difficulty.
- More specific measures may include: number of starts, number of leavers, success rates, withdrawal rates and job outcomes.
- The setting of targets should consider local demographics and local economic circumstances.

Where should EDIMs be recorded?

- EDIMs should be included within a Liverpool City Region Combined Authority AEB funded self-assessment report.
- Lead Providers should ensure sub-contractors are aware and record EDIMs in their own self-assessment processes.

How should EDIMs be monitored?

- Colleges, Local Authorities and other Providers need to continually work to narrow gaps in learner occupancy and performance with clear actions for staff monitored through self-assessment reporting.
- EDIMs could equally be monitored through Equality and Diversity Impact Assessments as part of a change process for curriculum or generally.

Annex F – Branding Guidelines

- It is the responsibility of providers funded through **LCRCA devolved AEB to ensure that they adhere to the Branding Guidelines. All parties, including subcontractors, producing publicity materials regarding the programme must meet these requirements.**
- Audits and verification checks will be carried out, it is therefore vital that all programmes not only meet the requirements but also retain verifiable evidence of compliant communication activities undertaken.

Logos

- All information and communication measures provided shall acknowledge support from the Liverpool City Region AEB Funds (LCR AEB), by displaying:
 - The Liverpool City Region Combined Authority Logo and the Metro Mayor Logo (supplied together as a “lock up”) in accordance with the technical brand guidelines
- The Logos should always be clearly visible and placed in a prominent position. Its position and size shall be appropriate to the scale of the material or document being used.
- To ensure the integrity of the Logos at all times allow for the exclusion zone. This is the minimum clear area needed around the logo. For maximum impact and instant recognition, the Logo should not be crowded by other visual elements.
- Adequate white space should be left around the logo so that its prominence is not compromised. The exclusion zone allows for a clear area around the Logo at all times ensuring clarity.
- If other logos are displayed in addition then all shall have at least the same size, measured in height or width.
- In order to ensure a harmonised visual identity, providers must display the Logos together with the words Liverpool City Region Adult Education Budget
- It is mandatory that the Logos are used and applied correctly, prominently and consistently on all websites, publicity materials and programme documentation produced in relation to all provision supported by the LCRCA AEB fund.
- The Logos shall be created in accordance with the graphic standards set out in technical brand guide (email request for this information is required)

aeb@liverpoolcityregion-ca.gov.uk

Posters, Prints, Publications and Websites

- Providers are required to place at least one poster with information about the programme (minimum size A3), including the financial support from the LCR AEB, at a location readily visible to the public, such as the entrance area of a building.
- The Logos shall be clearly visible and placed in a prominent position on the poster, following the required standards.
- In addition to the Logos all printed documents, publications and websites must acknowledge and reference the funding through inclusion of the following line:

This programme has been funded by the Liverpool City Region Combined Authority's Adult Education Budget.

Examples listed below include activities and materials which must comply with the requirements (this is not exhaustive):

- Leaflets, brochures, newsletters, invitations, flyers and posters
- Case studies
- Exhibition banners and display panels
- Induction materials – Providers, including subcontractors, must ensure that they have provisions in place to notify those taking part in activities, associated with the programme, about the support from the fund at the start of their activity
- Logos on websites should be visible when landing, where this is possible, or inside the viewing area of a digital device, without requiring a user to scroll down the page. Where the provider is placing details of the funded programme on a website, which is not exclusively for the LCR AEB, the full colour version of the Logos should be placed on the main programme specific page. This does not preclude the provider from also placing the Logos on the homepage where they feel this is appropriate. Logos should be displayed in colour on websites (in all other media, colour shall be used whenever possible and a monochrome version may only be used in justified cases).
- Electronic and hard copies of all materials should be kept as evidence of compliance.

Media and PR Activity

A minimum of two weeks' notice of any planned media or other official communications activities related to programmes funded by the LCRCA AEB must be given to the Liverpool City Region Combined Authority Communications Team via aeb@liverpoolcityregion-ca.gov.uk. This relates to events which are LCRCA AEB focused and where you are requesting support from the Combined Authority. Requests will be acknowledged and if support can be offered this will be discussed.

Permission needs to be granted by the Liverpool City Region Combined Authority Communications Team before any press releases or other content - e.g. news stories / features / web content are issued or published, if versions request quotes or other content, this sign-off will be obtained from the Combined Authority Communications Team, if appropriate.

All press releases relating to programmes supported by the LCRCA AEB should include the relevant version of the Logos and must feature the following line:

- ***This programme has been funded by the Liverpool City Region Combined Authority's Adult Education Budget***

Please note that the funding agreement/contract for services must be in place before any media or PR activities to publicise the programme are commenced.

Evidencing Publicity Activities

- Regular monitoring and audits can take place a long time after the programme has been completed. Providers and subcontractors should ensure all evidence is kept until advised by the Combined Authority that it is safe to dispose of it.
- Should a Provider not adhere to the Branding Guidance they will be considered to be in breach of their grant funding agreement / contract for services.

Please email aeb@liverpoolcityregion-ca.gov.uk for Logos and further technical guidance. This must be prior to contract start date to ensure standards are met from the commencement of delivery.

Annex G: Performance management review

Adult education budget tolerances and minimum thresholds:

	1st PMP Following the December submission	2nd PMP Following the March submission
Funding in scope	All providers	All providers
Tolerance for under-delivery	TOLERANCE SUSPENDED FOR 2020/21 CONTRACT YEARS	TOLERANCE SUSPENDED FOR 2020/21 CONTRACT YEARS
Lower threshold for contract value adjustments	£20,000 or at discretion of LCRCA	£20,000 or at discretion of LCRCA
Change request form published	November 2020	February 2021
Change requests to be received by	January 2021	April 2021
Delivery information using the latest validated ILR data you provide	January 2021	April 2021
Providers told the outcome by	January 2021	April 2021

Annex H: Standard national profiles

The following table refers to P1 to P12. These represent the funding year periods where P1 is August and P12 is July.

Table 1: AEB grant standard national profile*

	P1 Aug	P2 Sep	P3 Oct	P4 Nov	P5 Dec	P6 Jan	P7 Feb	P8 Mar	P9 Apr	P10 May	P11 Jun	P12 Jul
AEB block grant (including community learning)	14.40%	8.56%	8.65%	7.06%	5.67%	7.42%	5.38%	5.34%	12.75%	10.26%	8.74%	5.77%
<i>AEB block grant cumulative profile</i>	14.40%	22.96%	31.61%	38.67%	44.34%	51.76%	57.14%	62.48%	75.23%	85.49%	94.23%	100.00%

***Please note these % have changed slightly from those included in the Grant Funded Delivery Plans as they have been aligned to the changed ESFAs profile payments**

Annex I – AEB Proposed Claim Payment Dates 2020/21

2020/21		Contracted Providers	Grant Funded Providers
	ILR Return Dates*	Payment Dates	Payment Dates
R01	04/09/2020	24/09/2020	20/08/2020
R02	06/10/2020	22/10/2020	24/09/2020
R03	05/11/2020	19/11/2020	22/10/2020
R04	04/12/2020	24/12/2020	19/11/2020
R05	07/01/2020	21/01/2021	24/12/2020
R06	04/02/2021	25/02/2021	21/01/2021
R07	04/03/2021	25/03/2021	25/02/2021
R08	08/04/2021	22/04/2021	25/03/2021
R09	07/05/2021	20/05/2021	22/04/2021
R10	04/06/2021	24/06/2021	20/05/2021
R11	06/07/2021	22/07/2021	24/06/2021
R12	05/08/2021	19/08/2021	22/07/2021

***Grant funded providers are required to submit data at least 6 times per year, every two months from R02. Contract for Service providers are required to submit data on a monthly basis**

Glossary

Term	Description
20+ childcare	A category of learner support to assist learners aged over the age of 20 who are at risk of not starting learning or leaving learning due to issues in obtaining childcare.
AEB funding methodology	The funding methodology for individuals aged 19 and over, participating in AEB learning. You can access AEB funding methodology on GOV.UK.
Advanced learner loan	Advanced learner loans are available for individuals aged 19 or above to undertake approved qualifications at levels 3 to level 6, at an approved provider in England. Advanced learner loans give individuals access to financial support for tuition costs similar to that available in higher education and is administered by Student Loans Company.
Break in learning	When a learner is not continuing with their learning but has told you beforehand that they intend to resume their learning in the future.
Care to learn	A Department for Education scheme to assist young parents under the age of 20 with the childcare costs that may form a barrier to them continuing in education.
Continuers	Learners who commenced learning in a previous funding year and remain in learning as of 1 August 2020.
Community Learning	Helps people of different ages and backgrounds gain a new skill, reconnect with learning, pursue an interest, and learn how to support their children better, or prepare for progression to more formal courses/employment.
Components of regulated qualification	A subset of a qualification, which could be a unit.
Devolution of adult education functions	The devolution of adult education functions refers to the transfer of certain Secretary of State functions in the Apprenticeships, Skills, Children and Learning Act 2009 to specified Mayoral Combined Authorities by way of orders made under section 105A of the Local Democracy, Economic Development and Construction Act 2009, and the delegation of those functions to the Mayor of London under section 39A of the Greater London Authority Act 1999, in relation to their areas.
Digital Entitlement	The study of EDS qualifications for learners who have digital skills assessed at below level 1. Qualifications that are designated up to and including level 1 are: <ul style="list-style-type: none"> Essential Digital Skills Qualifications
Direct costs of learning	Any costs for items without which it would be impossible for the learner to complete their learning aim. This can include the costs of registration, examination or any other activities or materials without which the learner cannot achieve their programme of study.

Term	Description
Earnings adjustment statement (EAS)	The form providers need to complete to claim funding that cannot be claimed through the Individualised Learner Record (ILR).
Education health and care (EHC) plan	An EHC plan replaces statements of special educational needs and learning difficulty assessments for children and young people with special educational needs. The local authority has the legal duty to 'secure' the educational provision specified in the EHC plan, that is, to ensure that the provision is delivered.
Employment status (formerly employed)	<p>The main types of employment status are:</p> <ul style="list-style-type: none"> • worker • employee • self-employed and contractor • director • office holder <p>More information on employment status is available.</p>
English for speakers of other languages (ESOL)	The study of English by speakers of other languages.
European social fund (ESF)	The ESF is a structural fund from the European Union (EU). It improves the skills of the workforce and helps people who have difficulties finding work.
Evidence pack	A collection of documents and information brought together to form a single point of reference relating to learning that is taking place. This must provide evidence to prove the learner exists, is eligible for funding, the planned learning to be provided and that learning has been delivered.
Exceptional learning support	Learning support funding to meet the costs of putting in place a reasonable adjustment for a learner who requires more than £19,000 in a funding year.
Full level 2	<p>The following qualifications are designated full at level 2:</p> <ul style="list-style-type: none"> • General Certificate of Secondary Education in five subjects, each at grade C or above, or grade 4 or above • a Technical Certificate at level 2 which meets the requirements for 2018 to 2019 16 to 19 performance table
Full level 3	<p>The following qualifications are designated full at level 3:</p> <ul style="list-style-type: none"> • a General Certificate of Education at the advanced level in two subjects • a General Certificate of Education at the AS level in four subjects • a QAA Access to Higher Education (HE) Diploma at level 3 • a Tech level or applied general qualification at level 3 which meets the requirements for 2018 16 to 19 performance tables

Term	Description
Full or co-funding Indicator (FFI)	Indicates whether a learning aim is fully funded or co-funded in Adult Skills or Other Adult Funding.
Functional skills	Applied practical skills in English, maths and ICT that provide the learner with the essential knowledge, skills and understanding to enable them to operate effectively and independently in life and work.
Funding agreement	The agreement between the Secretary of State for Education acting through the Education and Skills Funding Agency (ESFA) and providers who receive funding for education and skills training.
Funding Model (10 and 35)	Identifies the funding methodology we apply to submission of finalised ILR data. For AEB funding, Funding Model 10 (Community Learning) and 35 (Adult Skills) are used, noting model 10 is non-formula funded (i.e. ILR data does not generate a funding rate and is paid on monthly profile) and model 35 is formula funded. More information is available in the 2020 to 2021 ILR Specification .
Funding year	The ESFA's adult funding system operates on a funding year basis, which starts on 1 August and finishes on 31 July.
General Data Protection Regulation	The General Data Protection Regulation (GDPR) is a, Europe-wide law that replaced the Data Protection Act 1998 in the UK. It is part of the wider package of reform to the data protection landscape that includes the Data Protection Act 2018. The GDPR sets out requirements for how organisations must handle personal data.
Guided learning	As defined by Ofqual: "The activity of the learner in being taught or instructed by – otherwise participating in education or training under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training. For these purposes the activity of 'participating in education and training' shall be treated as including the activity of being assessed if the assessment takes place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training." You can find more information in the Ofqual Handbook
Hardship	Within learner support, a category of support to assist vulnerable and disadvantaged learners to remove barriers to education and training.
High value courses skills offer	High value qualifications adapted from an already approved for funding regulated qualification list
The Hub	The Hub provides online services including the return of your Individualised Learner Record (ILR) and completed EAS. You can also search all learning aims, components of qualifications, apprenticeship frameworks and standards along with their validity and funding details.
Individualised learner record (ILR)	The primary data collection requested from learning providers for further education and work-based learning in England. The government uses this data to monitor policy implementation and the performance of the sector. It is also used by organisations that allocate funding for further education.

Term	Description
Job outcome payments	Payments made for learners who are unemployed at the start of learning who cease learning to take up a job. Job Outcome Claims are different to job outcome payments. Please refer to the ANNEX D (Year 2 LCRCA flexibility)
Learner residency	We use the term 'resident' or 'residence' in this document for different purposes. <ul style="list-style-type: none"> • Residence in the UK, EU and EEA has specific definitions in education law, and this is set out in the 'residency eligibility' section. • Following the devolution of adult education functions, there is a new emphasis on residence in England, in determining and evidencing eligibility for ESFA funded AEB - see 'who we fund' and 'evidence' sections. • This means the permanent residency of an individual in England (i.e. not a temporary address for duration of learning taking place), immediately prior to enrolment determines eligibility for ESFA and LCRCA funded AEB.
Learner support	Funding to enable providers to support learners with a specific financial hardship that might prevent them from being able to start or complete their learning.
Learning aim	Statements that describe the overarching intentions of a course
Learning aim reference number	The unique eight-digit code used to identify a specific learning aim.
Learning delivery monitoring (LDM)	A code used as part of the Individualised Learner Record (ILR) to indicate participation in programmes or initiatives.
Learning planned end date	The date entered onto the individualised learner record (ILR) when the learner is expected to complete their learning.
Learning support	Funding to enable providers to put in place a reasonable adjustment, set out in the Equality Act 2010 , for learners with an identified learning difficulty and/or disability to achieve their learning goal.
Local flexibility (ESFA)	Regulated qualifications, and or their components, and non-regulated learning that the ESFA funds, that is not part of the English and maths, or level 2 or level 3 legal entitlement offer. All regulated and non-regulated learning that is available for funding through the flexible local offer is listed on the Hub .
Legal entitlement	The legal entitlement to education and training allows learners to be fully funded who are aged: <ul style="list-style-type: none"> • 19 and over, who have not achieved a grade 4 (legacy grade C), or higher, and study for a qualification in English or maths up to and including level 2, and/or • 19 to 23, if they study for a first qualification at level 2 and/or level 3 • 19 and over, who have digital skills assessed at below level 1

Term	Description
Local flexibility	Regulated qualifications, and or their components, and non-regulated learning that the ESFA funds, that is not part of the English and maths, or level 2 or level 3 legal entitlement offer. All regulated and non-regulated learning that is available for funding through the flexible local offer is listed on the Hub.
Low wage threshold	<p>The Combined Authority has set a threshold salary level to the Real Living Way to enable low paid employed people to access fully funded skills provision.</p> <p>As of 09/11/2020, the threshold of £18,525 as an annual gross salary, is based on the Real Living Wage (25 and over hourly rate) of £9.50, on the assumption of a 37.5 hour contract with paid statutory holiday entitlement (therefore, £9.50 multiplied by 37.5 hours per week, multiplied by 52 weeks per year).</p>
Non-regulated learning	<p>Learning which is not subject to awarding organisation external accreditation in the form of a regulated qualification. It may be designed, delivered and certificated by a provider or another organisation. This could include:</p> <ul style="list-style-type: none"> • independent living skills and engagement learning • employability and work skills • labour market re-entry • technical education tasters • community learning
Non-formula community learning funding	Where applicable, Grant Funded Providers receive a non-formula funded community learning allocation' as part of their AEB which is paid on a monthly profile. Submission of ILR data does not generate a funding value for the learning aim/s a learner participates on. Instead providers attribute costs up to the value of their non-formula community learning allocation. Providers submit community learning data through funding model 10. More information is available in the 2019 to 2020 ILR Specification
Ofqual	The Office of Qualifications and Examinations Regulation , which regulates qualifications, examinations and assessments in England.
One Year Skills offer for 19-year olds	Added as part of the wider COVID-19 skills recovery package – this is a one-year high value course skills offer developed to support school and college leavers aged 19 to 21 August within the 2020 to 2021 funding year.
Personal learning record (PLR)	A database that allows individual learners access to their past and current achievement records. These can be shared with schools, colleges, further education training providers, universities or employers.
Recognising and Recording Progress and Achievement (RARPA)	The Learning and Work Institute have published updated RARPA Guidance . This comprises a clear framework designed to support learners through the learning process, identifying key outcomes. It provides a robust approach to quality control and improvement of non-regulated provision with a focus on self-assessment that supports standards acceptable to the Office of Standards in Education (Ofsted). You can access further information from The Learning and Work Institute .

Term	Description
Recognition of prior learning (RPL)	<p>An assessment method that considers whether a learner can demonstrate that they can:</p> <ul style="list-style-type: none"> • meet the outcomes for a qualification or a component of a qualification through knowledge, understanding, or • skills they already have and so do not need to undertake a course of learning for that component or qualification
Register of training organisations (the Register)	<p>A register that provides assurance on organisations that deliver non-apprenticeship education and training services funded by the ESFA, or subcontractors with an aggregated contract value of £100,000 or more in our non-apprenticeship supply chain. Organisations apply to enter the register by completing our market-entry pre-qualification process, which includes due diligence questions and testing of capacity and capability.</p>
Residential Support	<p>Support provided under learner support to learners receiving specialist provision, which involves a residential element, or to support learners who cannot receive provision locally.</p>
Regulated Qualifications Framework (RQF)	<p>The RQF provides a way of understanding and describing the relative level and size of qualifications. The RQF, operated by Ofqual, is a single regulatory framework containing a range of general, technical and professional qualifications.</p>
Senior responsible	<p>For example, chief executive, managing director, principal or their equivalent.</p>
Self-declaration	<p>A process where the learner can confirm something through his or her own signature.</p>
Skills advisory panel (SAP)	<p>SAPs aim to bring together local employers and skills providers to pool knowledge on skills and labour market needs, and to work together to understand and address key local challenges. This includes both immediate needs and challenges and looking at what is required to help local areas adapt to future labour market changes and to grasp future opportunities. This will help colleges, universities and other providers deliver the skills required by employers, now and in the future.</p>
Start of learning	<p>The date on which learning begins. We do not consider enrolment, induction, diagnostic assessment or prior assessment to be part of learning.</p>
State benefits	<p>State benefits are contributions, both financial and non- financial, made by central and local government to individuals in certain circumstances to meet their day-to-day living needs.</p>
Subcontractor	<p>A separate legal entity that has an agreement with you to deliver any element of the education and training we fund. A separate legal entity includes companies in your group, other associated companies and sole traders. It also includes individuals who are self-employed or supplied by an employment agency, unless those individuals are working under your direction and control, in the same way as your own employees.</p>

Term	Description
Take home pay	An unemployed learner may also receive an income alongside their benefit claim. In order to be fully funded under the unemployed definition their “take home pay” (stated on the Universal Credit statement) is less than £343 a month (sole adult in their benefit claim) or less than £549 a month (joint benefit claim with partner)
UK provider reference number	A unique identifying number given to all providers by the UK register of learning providers.
Unique learner number	A 10-digit number used to match a learner's achievement to their personal learning record (PLR).
Young people’s funding methodology	The funding methodology for individuals aged 16 to 19 (and those aged 19 to 24 with an EHC plan). You can access 16 to 19 funding methodology on GOV.UK.