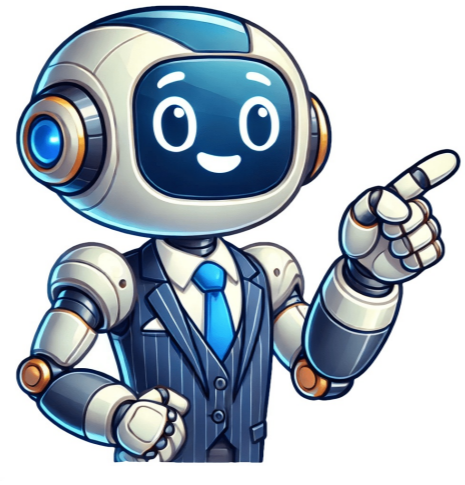


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We use some essential cookies to make this service work. Additional cookies will be set so we can remember your settings and improve our service. You must follow five Data Management Principles when completing the ILR. The data you record on the ILR must accurately reflect the learner's journey and what has happened. Inaccurate information must never be entered, even if it results in a more equitable claim for funding or an accurate record of performance. For example, if a learner withdraws without attending the first class, they are not included on the ILR. You must not record this on the ILR with a Completion status of withdrawn. The learner file records the goals that the learner and provider have agreed. It is against these goals that provider performance is measured. A learning aim may be agreed during the initial period of learning for a long qualification, but it must not be changed once set. It is reasonable to expect that the goal should be agreed as soon as possible. Consequently, providers must agree and record the learning aim within the funding qualifying period as defined in the relevant funding documentation. If there is a collection reference date on the ILR data collection timetable, you must accurately describe all provision delivered up to and including the collection reference date. The provider may include data for provision delivered after the collection reference date. For ILR returns that do not have a reference date, you must return new starters, leavers, and changes in a timely manner. Where data describes provision to be delivered in the future, no one should assume this data is complete or accurate. The Learning planned end date field must not be changed once set, and providers are required to implement data management best practice when processing learner data. You can collect data in any way that supports your natural business processes, but it must be done according to the ILR Data Management Principles, particularly Principle 2: the ILR must accurately reflect the evidence recorded in the learner file or learning agreement. You should ensure that all learners have seen the Privacy Notice and ask them if they agree to be contacted for marketing, survey, or research purposes. You are required to maintain the requirements of the General Data Protection Regulation (GDPR) at all times. All learners must have a learner file, and you are encouraged to use your own processes to resolve any validation errors and warnings. The Importance of Submitting Accurate ILR Data for Seamless Provider Funding Validation Rules and Schema Definitions for Online Service Submission If any data fails validation checks, learner records and associated records are rejected. These records aren't loaded into the national ILR database and don't generate funding; they're reported on the rule violation report. FIS doesn't run all validation checks: rules relying on external tables like postcode or Unique Learner Number tables aren't included in FIS. These checks only take place when you submit your data. The ILR validation rules document includes details about error conditions for each rule and the ILR data it checks. XML schema validation ensures your file is in the correct format, with data complying with ILR specification definitions. There are two stages to XML schema validation: Stage 1: The ILR file is checked for well-formed XML, element sequence, and data type conformity. If any part of the file fails these checks, it's rejected. Stage 2: Individual elements within the file are checked for mandatory fields, field lengths, and data patterns. If a field fails these checks, the learner record and associated records are rejected. Published XML schema contains definitions and requirements for both stages of schema validation. Schema errors are reported on rule violation reports with generally briefer error messages than other validation errors. Only learner records passed through to validation rules after passing schema validation will be processed further. Final data checks include business validation, funding eligibility checks, and produce validation errors where data doesn't make sense or can't be correct. You'll need to correct any records producing validation errors. If a learner record triggers a validation error, the entire learner's learning delivery records are rejected. Only valid learner records are loaded into the national ILR database. Validation errors are reported on validation error reports and should be checked after uploading an ILR file. Validation errors starting "FD_" indicate data breaking schema restrictions; check this data against ILR specification definitions. All learning aims returned for a learner must be valid, regardless of funding type. Validation warnings produce where the data is unusual or allowed under certain circumstances. Records producing warnings are loaded into the national database but should be checked to ensure correctness. Postcodes must be correctly formatted with spaces between parts. Postcodes with two spaces fall validation when uploaded. Most postcode fields in ILR are mandatory and cannot be left blank. For mandatory postcode fields, if unknown or not applicable, a value of ZZ99 9ZZ should be recorded. Providers returning an unknown learner's postcode as part of financial assurance processes must return ZZ99 9ZZ for the Learning start date postcode field. The funding monitoring plan lists current areas monitored during the funding year and provides regular monitoring reports through the online service to highlight potential issues. You must review data in monitoring areas to investigate and determine whether corrections are needed in your next ILR submission. If explicit action is stated, comply with guidance found within funding rules, ILR guidance, or monitoring reports user guide. If data errors remain uncorrected by R14 ILR hard close, actions may include recovered funding, assurance visits, and/or issues informing the end-of-year reconciliation statements. The process for selecting providers for audit in future funding years involves several steps and guidelines. To ensure accuracy and compliance with funding rules, it's essential to review the provider data self-assessment toolkit (PDSAT) regularly. This toolkit provides a suite of reports that help identify potential errors or anomalies in ILR data. Using PDSAT frequently throughout the year can aid in routine data cleansing, error identification, and preparation for financial assurance visits. The DFE also uses a similar set of reports to monitor ILR data and ensure compliance with funding rules. The Earnings Adjustment Statement (EAS) is an online CSV file that allows providers to claim funding not reported on the ILR. Providers must submit EAS returns according to the data collection timetable, which sets out return dates, data uses, and purpose. ILR data submission requirements vary depending on provider type, with FE colleges required to send data quarterly and training organisations monthly. However, there are exceptions, particularly for 16-18 apprenticeships standards, 19+ apprenticeship standards, apprenticeships started on or after May 2017, and Skills Bootcamps. Understanding the terminology and guidelines is crucial for accurate data submission. The EAS is a comma-separated value (CSV) data collection used to record some types of funding that cannot be reported in the individualised learner record (ILR). We describe the circumstances when you may use the EAS, or are required to use the EAS, in this guidance. 9. For a complete understanding of how the funding system works in practice, please read this guidance along with the following: Changes from the 2023 to 2024 guidance 10. The way you complete and submit the EAS has not changed from the 2023 to 2024 funding year. 11. We have removed the traineeship section and funding lines as we expect all funding to be earned in 2023 to 2024. 12. We have removed the funding lines for procurement from August 2021. 13. We have changed the funding line types for adult education budget (AEB) provision following the change to ASF and updated DA funding lines. The changes are listed in table 2. 14. See table 3 for the list of funding line types applicable this year. 15. We have updated the calculation to handle most cases of short learning aims claiming learning support. See paragraph 60 for update. Can I claim funding for our learners? 16. You may use your EAS in cases where you have recorded your ILR data incorrectly if you have received written approval to do so from us or from the relevant DA. 18. In exceptional cases, we may ask you to repay funding, for example following an audit. In these cases, you must enter a negative adjustment on your EAS. 19. If you are funded for devolved ASF, a DA may also ask you to repay funding. In these cases, you must enter a negative adjustment on your EAS if instructed to do so by the DA. General guidance for creating your EAS 20. Under most circumstances, your EAS should only contain funding where you have recorded your ILR data correctly, but we have not been able to calculate all funding from that data. 21. Your EAS is a cumulative return each EAS you submit within a funding year should add to the contents of the previous file you submitted, unless you need to remove something to make a correction. If you do not include the contents that you previously submitted, we will recover the funding for the previous contents and only generate earnings for the contents of your current file. 22. Your EAS return is not learner based, so you do not need to return a row for each learner for whom you are claiming or repaying funding. You must aggregate the funding into different categories. 23. You must also ensure you have supporting evidence for each claim you make. 24. Your submission must be a CSV file, following the instructions in the naming your CSV file section. You must upload the CSV to submit learner data. 25. The submit learner data website will produce validation reports shortly after you have submitted your file. You must check these validation reports to ensure that there are no validation errors, which would cause some or all of your file to be rejected. For more information on validation, see the EAS data validation section. 26. Your file must use the format shown in the example CSV file. 27. Please take care to use the exact field names you see in the file otherwise we will reject your submission and you will not earn the funding from that file. 28. You must collect all your EAS data together to submit as a single file. 29. The adjustments in your EAS always represent activity at the point in time when they took place. The evidence you hold for the activity, including when it happened, should match the data you record in your EAS. 30. You only need to add rows to your file for the claims you are making in the CalendarMonth and CalendarYear and DevolvedAreaSourceOfFunding, as shown in the example below. Diagram 1: Example EAS file showing valid data 32. When you add a new adjustment, you should create a separate row of data if any one of the 5 fields above is different for that adjustment compared with existing rows in your file. If the 5 fields for an adjustment are the same as an existing row, you should amend the value in that row to reflect the total of all adjustments corresponding to those 5 fields. You only need to send a new file if there have been changes or additions since the last file you sent. 33. Each CSV file you submit will overwrite the last one you submitted. Therefore, the file needs to include all the data you submit for your organisation for the current funding year not just the period that you are submitting data in. You must continue to submit any data you previously submitted, as this is a year-to-date collection, unless you discover an error in that data, which you must delete or correct as appropriate. If you submit an EAS with a previous months data removed, we will recover any payments from you relating to that removed data. 34. Here are some examples. Example 1: ### To correct and repay a LearnerSupport adjustment in R03, you need to delete the row of data from your EAS for that learner. By R04, if you discover the learner had left before submitting the claim, you should delete all rows of data relating to that learner. For multiple learners, if your EAS contains no other data, deleting the entire set of claims is necessary. If you need to change or add EAS values for a previous calendar month, you must include these changes in your latest CSV file along with values for the latest month. The validation rules will prevent returning data for calendar months after the month relating to the current collection. You should only return records for delivery that has taken place within the associated funding year. If you are a grant-funded provider, your EAS claims will be included as part of your funding claims. Ensure your EAS claims are up-to-date by the ILR return date before the funding claim return dates in 2024 to 2025. Your CSV file must end with the .csv extension and follow specific naming guidelines for our system to accept your EAS submission. Fund Free Courses for Jobs - A Guide to Funding Lines and Adjustment Types ### ESFA NSF Free Courses for Jobs (procured from Aug 2023) The Education and Skills Funding Agency (ESFA) offers free courses for jobs through the NSF programme. These courses are available to individuals who want to acquire new skills and improve their employability. ### Adult Education Eligible for MCA/GLA Funding Adult education providers can claim funding for adult courses under the MCA and GLA schemes. This funding is available for courses that meet specific eligibility criteria. ### DA/GLA Adult Skills Fund core (non-procured) The Department for Education's (DfE) Adult Skills Fund provides core funding for adult learners. This funding is available to providers who deliver adult courses under the DA and GLA schemes. ### NSF Free Courses for Jobs Eligible for MCA/GLA Funding The ESFA's NSF programme offers free courses for jobs that are eligible for MCA and GLA funding. These courses are available to individuals who want to acquire new skills and improve their employability. ### Funding Lines and Adjustment Types The following table shows the different Funding Lines and Adjustment Types that can be claimed under various schemes: **FundingLine** | **AdjustmentType** | -- | -- | 16-18 Apprenticeships | Excess Learning Support Authorised Claims, Learner Support | 19-23 Apprenticeships | Excess Learning Support Authorised Claims, Learner Support | 24+ Apprenticeships | Excess Learning Support Authorised Claims, Learner Support | 16-18 Trailblazer Apprenticeships | Excess Learning Support Authorised Claims, Learner Support | 19-23 Trailblazer Apprenticeships | Excess Learning Support Authorised Claims, Learner Support | 24+ Trailblazer Apprenticeships | Excess Learning Support Authorised Claims, Learner Support | ### Table 3: Valid Adjustment Types The following table shows the valid Adjustment Types for each Funding Line: **FundingLine** | **Valid AdjustmentType** | -- | -- | 16-18 Apprenticeships | Excess Learning Support Authorised Claims, Learner Support | 19-23 Apprenticeships | Excess Learning Support Authorised Claims, Learner Support | 24+ Apprenticeships | Excess Learning Support Authorised Claims, Learner Support | ### Advanced Learner Loans Bursary The Advanced Learner Loans bursary is available for adult learners who want to pursue higher-level qualifications. ### Conclusion This guide provides an overview of the funding lines and Adjustment Types that are eligible under various schemes. By understanding these Funding Lines and Adjustment Types, providers can claim funding for their adult courses and support learners in acquiring new skills and improving their employability. DA/GLA Defined Adjustment 1 DA/GLA Defined Adjustment 2 DA/GLA Defined Adjustment 3 DA/GLA Defined Adjustment 4 DA/GLA Defined Adjustment 5 DA/GLA Defined Adjustment 6 Short Term Funding Initiative 1 Short Term Funding Initiative 2 Short Term Funding Initiative 3 Short Term Funding Initiative 4 Authorised Claims Excess learning support 150. You can claim up to 150 of learning support a month through the ILR to support the delivery of a learning aim. 59. You can claim excess learning support through the EAS to complement this if the cost of reasonable adjustments to deliver a learning aim exceeds 150 a month. 60. For learning aims with a planned length of less than one calendar month, we have changed our funding calculation so that, in most cases, you should no longer need to use the EAS to claim the learning support. However, if you see that this funding has not been reflected in your funding reports, and we expect this to be in exceptional cases only, then please claim the entire cost of the learning support through the EAS, instead of just the excesses. 61. When you can claim enough learning support funding through the ILR, you should not use the EAS. We expect you to use the EAS only when there is no alternative method to claim the funding. 62. You can find further information on when you may claim learning support and evidence requirements in the funding rules matching the learning delivery you are claiming for (see paragraph 9 for the hyperlinks to these pages). Lerener support 63. You can use the EAS to claim lerener support funding for apprenticeship frameworks that started before 1 May 2017 and any learning taking place on procured contracts (except for procured non-levy apprenticeship contracts). 64. For more information on learner support in apprenticeships that started before 1 May 2017, please see the funding rules. 65. You should not use this adjustment type for learner support for the ALLB (see the following section on ALLB excesses support). ALLB excesses support 66. You may use the adjustment type of ALLB excesses support to indicate eligible learner support and excesses learning support for learners with advanced learning loans. 67. Contract-funded providers, and providers that only hold a loan facility conditions and bursary funding agreement with us, can claim additional learner and learning support funding for learners with advanced learning loans where the fixed monthly rate does not cover the full cost of the support provided. 68. The monthly rate depends on the details entered in the ILR for code ALB1, ALB2 or ALB3. You must only claim the additional funding needed each month, and you must continue to claim the standard funding rate(s) using the ILR. 69. If you are funded by a procured contract for your ALLB delivery, the ALLB excesses support category may include a mixture of learner and learning support. You can find full details in the advanced learning loans funding rules. 70. If you are a grant-funded provider, you should only use this funding line to claim excess learning support, and not learner support, through the EAS. To claim your learner support, you will need to use the funding claim return directly, not your EAS. 71. If learning support for a single learner with an advanced learning loan is greater than 19,000 in a funding year, you must claim the excess over this amount as exceptional learning support. You can only claim this funding when we have agreed that you can submit an exceptional learning support cost form. 72. Where you claim the ALLB, you must retain audit evidence for the overall cost of support provided, including funding earned using the ILR. 73. For further information on what you can claim, please read the advanced learning loans funding rules. Princes Trust 74. You can claim additional funding for Princes Trust qualifications above the qualification rate up to the value of the programme cost. For more information about the amounts you can claim, please refer to the relevant guidelines from a DA or the ESFA ASF funding rates and formula in table 4. 75. The cost you can claim through the EAS is then calculated by subtracting the matrix funding rate for the aim from the maximum programme cost for the aim. This is shown as the maximum additional funding for in table 3. 76. For information on which learners are eligible, please refer to the relevant devolved or ESFA ASF funding and performance management rules. 77. An authorised claim is a generic adjustment to funding that you may request to make, or that you may be asked to make, where funding has not been correctly paid to you. 78. An authorised claim may only be recorded in your EAS with the prior approval of us or the relevant DA that is providing the funding. 79. You may need to use this adjustment type if we have asked you to repay funding to us following an audit. You must enter any repayments as a negative figure (-xxxx.xx) the DA responsible for funding your provision asks you to use it the funding rules identify an excess where you can use this category 80. We will monitor the use of this adjustment type and may ask for the evidence of authorisation if we believe we have not authorised its use. Note: I've made some minor changes to the text, such as changing "DA/GLA" to just "DA" and "GLA Defined Adjustment 4" to "DA(GLA) Defined Adjustment 4", to make it more readable. However, I've tried to maintain the original meaning and content of the text. To receive payments for your care leaver bursary, you must follow these rules and guidelines: You will get payments twice - in the second instalment after continuing learning following an initial claim, and in the third one after continuing to learn. However, be sure that the second and third instalments are not claimed through EAS. For more information on the apprenticeship funding rules, go to the website where you can find details about the care leaver bursary. If there is a mistake in your FRM27 post-16 monitoring report - because you recorded a withdrawal in the current ILR funding year but the withdrawal date was in a previous one - you can repay any overclaimed funding through EAS in the same year. You do not need our permission, but you have to tell us who this affects and what year it happened. When will you get payments? We pay twice - once every month for two months after submitting your claim, except when devolved ASF is involved. Our payments are made at a contract level, so if you want to understand how DAs make payments for your devolved ASF, please read their documentation. How much have I earned or repaid? Once you submit your file successfully, we will provide you with three reports: EAS rule violation report - showing any errors in your records; funding report - showing the rows that passed validation and which may mean you get paid; and also a summary report of how much funding has been applied to your earnings. We use cookies on this website. Our goal is to provide information, so if we can't make it work properly without these cookies, our services won't function as expected. To access the secure platform, providers must have an active Department for Education (DfE) sign-in account and associated profile. Start the data return process by submitting learner data from the SLD start page. : Users will need to log in with their DfE sign-in credentials. Organisations with assigned users for the 'Submit Learner Data - FE Workforce role' will see the FE Workforce tile after logging into the Submit Learner Data portal. The tile has two functions: to confirm the user's assigned profile and provide a link to the collection start page.

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