



West Yorkshire Combined Authority

(The Authority)

**The Authority's adult skills fund:
funding rates and formula 2024 to 2025**

Version 1

July 2024

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Introduction and purpose of the document

1. This document sets out the principles and features of the funding system for the 2024 to 2025 funding year (1 August to 31 July) for the Authority's Adult Skills Fund (ASF) delivery including the level 3 adult offer. We may make changes to these principles and features during the funding year.
2. This document describes how 'formula-funded' earnings for authority-funded ASF and learning support are calculated. We define 'formula-funded' activity as that recorded under Funding Model 38 ('Adult Skills Fund') or Funding Model 35 ('Adult Skills' for aims started prior to 1 August 2024).
3. All learning aims that started before 1 August 2024 and continue into the year 2024 to 2025 should remain being recorded in the ILR using Funding Model 35 ('Adult Skills'). We will continue to use the funding calculation from last year for these learning aims.
 - 'Non-formula-funded' activity funded by the Authority is reconciled through the funding claims process. For more information on how this is funded please refer to [Performance Management Framework 2024-2025](#).
4. To understand how our funding system works, read this document together with:
 - the [Combined Authority's ASF funding rules 2024-2025](#)
 - the [Individualised Learner Record Specification \(ILR\)](#)
 - the [Provider Support Manual](#)

Understanding our terminology

5. The term 'we' is used in this document when referring to the Combined Authority (the Authority).
6. When we refer to 'you' or 'Providers', this includes colleges, Higher Education Institutions, Training Organisations, Local Authorities and other organisations who will receive funding from us to deliver education and training to residents of the Combined Authority. We will use the generic term 'you' or 'Provider' unless the requirements only apply to a specific Provider type.

Changes to the funding system from the 2023 to 2024 funding year and differences with ESFA-funded provision

7. The adult skills fund (ASF) has replaced the adult education budget (AEB).
8. The ESFA has introduced new funding rates for starts from 1 August 2024 reflecting the announcements made in [January 2023](#). The Authority will be diverging from these rates for

some learning aims in order to meet its commitment to ensure that aims at Level 2 and below are funded at a minimum of their 2023/24 uplifted rate during 2024/25.

9. Unlike ESFA, the Authority will continue to formula fund non-regulated learning. You can find more details in [our funding rules](#).
10. We are reviewing the work placement learning aims for starts from 1 August 2024. You can find more details from paragraph 71.
11. For ESFA-funded provision, 20% of funding will be earned on completion of the learning aim for grant-funded providers for new starts from 1 August 2024. The Authority will **not** be following this approach. As in previous years, the Authority will continue to hold back 20% of funding which will be earned on achievement of the learning aim. This will apply to all providers, both grant-funded and procured.
12. The programme rate for Prince's Trust has increased to £3,204 for both unemployed and employed learners.
13. We have removed the annual learner funding cap for Authority-funded learners. There is no longer a limit on what can be earned for a learner present in the 2024 to 2025 funding year.

Individual Learner Record and Source of Funding Code

14. To claim funding you must accurately complete all ILR fields as required in the Individualised Learner Record [link](#) even if they are not required for funding purposes.
15. The ILR must accurately reflect the learning and support (where applicable) you have identified, planned and delivered to eligible residents. You must not report inaccurate information that would result in an inflated claim for funding. Where your data does not support the funding you have claimed, we will take action to get this corrected and could recover funds you have claimed.
16. In completing the ILR please use the Authority's Source of Funding code which is 119 and must be used to claim any provision delivered to Combined Authority residents.
17. The Authority will be provided with funding reports from the ESFA for devolved delivery using the ESFA funding calculation. The detailed occupancy report will include the appropriate funding line type for our delivery based on the SOF field from the ILR collection. This report will form the basis on which we will pay you.
18. Please refer to the [2024 to 2025 Specification of the Individualised Learner Record \(ILR\)](#) and our 2024 to 2025 West Yorkshire AEB Funding Rules to record devolved delivery.

The data we use to calculate funding

19. You will provide information about learners and their learning using the Individualised Learner Record (ILR) and the Earnings Adjustment Statement (EAS). The ESFA funding system will then provide a report to the Authority; it will use this Occupancy report to decide how much funding you earned and pay you based on that information.

You must make an ILR return every month.

Our funding system features

20. We are using the ESFA national funding system which has the following four features, which are set out in more detail throughout this document:

- **the funding formula**, including uplifts to the rates to account for the extra costs that you may experience when delivering learning to some types of learners and in some locations, or where there are skills shortages
- **the funding rates** for learning aims and work placements
- **the earnings method**, linked to delivery and achievement
- **support funding** where extra help is needed for learners to achieve.

The funding formula

Calculation

21. The funding formula is below which is unchanged from last year:

Funding = rate x disadvantage uplift x area cost uplift

22. The basis for funding is the rate for the learning aim. Under the new adult skills fund, the rates are changing for starts from 1 August 2024. However, the Authority will be applying bespoke rates to some aims from the same date, continuing to apply the WYCA Factor funding uplift, where appropriate.

23. The ESFA adjust the funding formula to enable additional support for learners living in more disadvantaged areas. For further information see the Disadvantage uplift section.

24. In some cases, we expect learners and employers to share responsibility for investing in eligible provision. We expect them to part-fund the cost of learning, known as co-funding. For more information on co-funding, refer to the funding contribution tables in the Authority's [funding rules](#).

Disadvantage uplift

25. The disadvantage uplift provides extra funding to support the most disadvantaged learners, recognising that they are sometimes more costly to recruit and retain. The ESFA applies this consistently across 'formula-funded' adult skills fund provision. This is unchanged from last year.

26. To calculate the disadvantage uplift for new starts the ESFA uses the [Index of Multiple Deprivation](#) 2019 (IMD). This results in a funding increase for learners living in the most deprived areas of the country. The ESFA bases the uplift on the learner's postcode (based upon the 'Postcode Prior to Enrolment' [ILR](#) field). If required the uplift factor is between 1.084 and 1.336, otherwise the factor is defaulted to 1.

27. The method used to calculate disadvantage factors from the IMD value is as follows:

- IMD 2019 gives a value of relative deprivation for every lower layer super output area (LSOA) in England
- the uplift is applied to learners living in the 27% most deprived LSOAs
- the disadvantage uplift factor for the least deprived LSOA within that 27% is 1.084
- the disadvantage uplift factor for the most deprived LSOA is 1.336
- for LSOAs with IMD scores between those two points, the disadvantage factors are calculated using a linear relationship within the 27% between the least deprived IMD score (28.324) and the most deprived IMD score (92.735), and their corresponding disadvantage factor values (1.084 and 1.336)
- for example, an increase of the IMD score value by 6.4411 (one tenth of the range from 27% to the most deprived) would correspond to an increase in disadvantage factor of 0.0252 (one tenth of the difference between 1.084 and 1.336)
- once a disadvantage factor has been calculated for an LSOA, it is applied to all postcodes within that LSOA, using postcode data published by the Office for National Statistics

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

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

Financial contributions

30. If a learner meets the criteria for full funding (refer to the Who we Fund and What we Fund sections of the funding rules for more information), you can claim the full rate for the qualification. For co-funded learners, we expect the learner or employer to contribute so we reduce the funding by 50% of the unweighted rate of the learning aim as shown in [Find a Learning Aim](#).

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

Recognition of prior learning

32. If you record data in the 'Funding adjustment for prior learning' field on the [ILR](#), the funding formula is changed to reflect this. However, it does not change the fixed monthly learning support funding.
33. If the learning aim does not use the restart indicator, the ESFA calculation reduces the achievement funding as well as the monthly instalments. This is because an assumption is made that the learner has earned some achievement within the prior learning.
34. If the learning aim uses the restart indicator, the ESFA calculation will reduce the monthly instalments, but the achievement funding stays at 20% of the full funding rate.

Other funding adjustments

35. Where you have agreement with us to adjust funding upwards for other reasons apart from prior learning, you must record it in the 'Other funding adjustment' field in the [ILR](#). You must not use this ILR field if you do not have an agreement in place with us and we will monitor its use.
36. This 'Other funding adjustment' factor increases or decreases the funding for that learning, including the achievement funding; however, it does not change learning support funding.
37. The Authority requires all providers to record planned Guided Learning Hours (GLH) in the ILR and to retain evidence of the GLH delivered for each learning aim. Any qualifications delivered at 50% or under of the recommended GLH must have funding reduced by 50%. It is expected that the provider will use the 'Other funding adjustment' field in the ILR to perform this adjustment.
38. If there is also a factor for prior learning recorded, we multiply the 'Funding adjustment for prior learning' factor by the 'Other funding adjustment' factor and apply it to the appropriate funding.

Funding rates

The Combined Authority's Funding Uplift

39. In 2024/25, West Yorkshire Combined Authority will ensure that existing aims at Level 2 and below are funded at a minimum of their current 2023/24 uplifted rate.
40. For funded starts from the 1 August 2024, Adult Skills Fund formula-funded learning aims at level 2 or below will continue to attract the WYCA Factor funding uplift, unless the new ESFA Adult Skills Fund rate for the aim is higher.
41. All formula-funded learning aims at Level 2 and below which are eligible for new starts during the 2024/25 academic year are in scope for the uplift, including non-regulated formula-funded aims.

42. The WYCA Factor is an uplift to the Matrix rate of any eligible qualification, excluding any Learning Support. For starts on or after the 1 August 2024, the WYCA Factor uplift will continue to be 10%. Learning delivery records eligible for the WYCA Factor uplift are:
- Funded starts on or after 1 August 2024, on
 - Adult Skills Fund (funding model 38) formula-funded qualifications with a published Matrix rate, at
 - Level 2 or lower.
43. For formula-funded learning aims at Level 2 or below with an ESFA Adult Skills Fund rate that is higher than the aim's uplifted Matrix rate, the Adult Skills Fund rate will apply.
44. The applicable funding rate for each aim will be automatically applied to your earnings for eligible qualifications by the ILR. The Combined Authority's funding rates for 2024/25 will be displayed on Find A Learning Aim (FALA).
45. The WYCA Factor does not apply to learning delivery funded through the Free Courses for Jobs offer, or to non-formula funded delivery under Tailored Learning (funding model 11).
46. Where a learning aim had a rate set in the previous funding year and is continuing into 2024 to 2025, this rate remains unchanged for 2024 to 2025.

Principles of ESFA national funding rates

47. The Authority will apply bespoke funding rates to some learning aims from 1st August 2024, as described in the previous section. For other learning aims it will apply the ESFA's Adult Skills Fund rate in line with the following principles.
48. The list of regulated qualifications approved for public funding are on [Find a Learning Aim](#) (FALA) that the ESFA updates regularly. For information about what is eligible for public funding, refer to [Qualifications: eligible for public funding](#).
49. Because rates can change between academic years and during the year (because of policy change or changes to the learning aim), the ESFA fund each learning aim at the rate that applies when the learner starts that learning aim. This principle is the same for a new start in the current funding year and a continuing learner from previous years. This rate will apply for the full duration of the learning aim and does not change between funding years.
50. The amount you earn recognises the relative value and costs of delivering provision in different sectors and subjects, and the ESFA set the rates using the following criteria:
- funded guided learning hours (GLH) where the qualification is part of the Regulated Qualifications Framework (RQF).
 - hourly rates that recognise the relative costs of delivering training in different sectors and subjects and provides a boost for training in those sectors identified as having greatest skills needs. Sector uplifts are based on the Sector Subject Area (SSA) that awarding organisations decide. The [Register of Regulated Qualifications](#) and the

[Quality Assurance Agency](#) websites record the SSAs. Some components of qualifications can have multiple SSAs, where this happens, we set the SSA.

51. There are some exceptions that do not use the criteria above. In these instances, the ESFA set rates for some policy areas and specific learning aims such as work experience and HGV medical and certificates of competence.
52. The ESFA adds an uplift to the rate for all learners on Free Courses for Jobs, more details can be found from paragraph 77.
53. Under the adult skills fund the ESFA refer to rates as 'unweighted' when calculated using the base rate of £6.00 per hour. Once the rate has been calculated using the appropriate Skills funding band, it is referred to as the 'weighted rate'. After the uplifts are applied the ESFA refers to the 'aim value', as noted in the 'Main Occupancy report'. For more information on funding reports see the [Funding reports](#) section.
54. All rates shown on [Find a Learning Aim](#) are fully funded rates for learners aged 19 and above. The ESFA adjust these rates through the funding formula according to its policy (for example, if the Authority contributes only part of the full rate).
55. All learners funded through the 16 to 19 Funding Model that turned 19 in their second or subsequent funding year of a single programme of study continue to be funded through the 16 to 19 Funding Model.
56. The Authority requires all providers to record planned Guided Learning Hours (GLH) in the ILR and to retain evidence of the GLH delivered for each learning aim. Any qualifications delivered at 50% or under of the recommended GLH must have funding reduced by 50%. It is expected that the provider will perform this adjustment through the ILR.

New ESFA adult skills funding rates for 2024 to 2025

57. For aims funded using the adult skills fund rate each guided learning hour that is assigned to the qualification will be funded at an hourly rate, depending on the Skills funding band assigned to the SSA of the qualification (See table 1 at paragraph 63). Each qualification will be funded according to the specific GLH and Sector Subject Area (SSA) assigned to the qualification. Where a learning aim had a rate set in the previous funding year and is continuing into 2024 to 2025, this rate remains unchanged for 2024 to 2025.
58. Under the adult skills fund, funding rates for individual qualifications are determined by multiplying the relevant hourly rate for the SSA of the qualification by the number of GLH as assigned by the awarding organisation and recorded on Ofqual's register of regulated qualifications.
59. The adult skills fund uses the GLH assigned by the awarding organisation and as recorded in Ofqual's register. Where an awarding organisation amends the GLH for a qualification on Ofqual's register, the ESFA may not automatically reflect this change in the associated

funding rate. Therefore, there may be a difference between the GLH recorded on Ofqual's register and the GLH used for the funding rate.

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

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

Skills funding bands

62. Under the adult skills fund each SSA at tier 2 level is assigned to one of the 5 new funding bands, see Table 1. The funding bands for each SSA tier 2 are set out in annex A.

63. Under the adult skills fund all unweighted rates are set using the Base rate of £6.00 per hour.

Table 1: adult skills funding rates by band

New adult skills funding band	Base	Low	Medium	High	Specialist
New hourly adult skills funding rate	£6.00	£7.20	£8.40	£9.60	£12.00

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

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

65. The following policy exceptions will remain for qualifications under the adult skills fund, although the Authority's funding rates for specific learning aims may differ from these figures due to the continued operation of its WYCA Factor funding uplift for selected aims:

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

means the funding rate for the new digital functional skills qualifications will increase to £462 (the new hourly skills funding rate for ICT for users SSA is £8.40 and GLH for these qualifications is 55 hours)

66. If you offer English for Speakers of Other Languages (ESOL) qualifications, you may need to deliver additional learning to individual learners that incurs additional costs above the qualification rate. Where additional hours are required, you can record these on the ILR using the 'Additional delivery hours' field, as detailed in the [ILR specification](#) and the [Provider Support Manual](#).
67. The key steps for claiming top-up for an ESOL qualification that is planned to be delivered in 100 hours are:
- identify the funded GLH of the ESOL qualification through FALA
 - for example, learning aim reference 60140070 Level 2 Award in ESOL Skills for Life (reading) has funded GLH of 60 and a skills funding rate of £360
 - calculate the additional hours required. This is the 100 planned hours minus the funded GLH value of the ESOL qualification. In this example the additional hours you need to record in the ILR are 100 minus 60 = 40
 - the funding calculation automatically calculates the additional funding as 40 x £6.00 = £240
 - the overall rate is then the original rate (£360) plus the top up amount (£240) which is £600

Land-based qualifications

68. In adult provision, 3 SSAs include land-based qualifications:
- agriculture (SSA T2 3.1)
 - horticulture and forestry (SSA T2 3.2)
 - animal care and veterinary science (SSA T2 3.3)
69. Funding for relevant land-based technical qualifications will have the specialist funding band applied where all of the following are met. If all 3 criteria are not met the provision will not be deemed specialist and will have the high funding band applied.
- where providers have a 'specialist status' as set out in annex C of [ESFA funding guidance for young people](#)
 - where the qualifications within the 3 land-based SSAs do not meet any of the exceptions in the next paragraph
 - where a specialist provider delivers a qualification at their land-based location that met specific and additional criteria within the 3 SSAs
70. The ESFA has reviewed the types of qualifications that are eligible for the specialist funding band in table 1 above. Specialist funding rate will apply to all technical level 2 and 3 qualifications, except for the following:

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

Work Placement for 19 to 24 year olds

71. We have reviewed the work placement rates for placements starting from 1 August 2024. We identify work placement learning aims through [Find a Learning Aim](#) using category code '[Adult Skills Fund - Work Placement \(code 74\)](#)'.

72. The minimum total length of work placement we will fund for a single learner is 70 hours.

73. The maximum total length of work placement(s) we will fund for a single learner is 240 hours. For more information, please refer to the [ESFA funded adult skills fund: funding rules](#).

74. The learning aims for work placement are shown in table 2 below:

Table 2: Adult skills funding rates by band

Learning aim reference	Learning aim title	Funding rate
Z0030000	Adult Skills Fund – Work Placement 70-80 hours	£450
Z0030001	Adult Skills Fund – Work Placement 81-160 hours	£724
Z0030002	Adult Skills Fund – Work Placement 161-240 hours	£1,265

75. For work placement aims, we will not hold back 20% of the rate for achievement. Instead, we will apportion all the funding for the aim as monthly instalments.

76. There are some additional funding eligibility criteria for work placement learning aims which are described in the [ESFA funded adult skills fund: funding rules](#).

Level 3 Free Courses for Jobs

77. Additional funding is available through [Free Courses for Jobs](#) (FCFJ) for adults who meet the definition of being without a full level 3 and/or being below the earnings threshold and are studying a level 3 qualification from the list of approved FCFJ qualifications. You can find more details in the [adult skills fund: funding rules](#). We will fund this learning like we fund other ASF delivery, with the following exceptions:
- learners eligible for this offer will be fully funded
 - we will increase the weighted rate by £600 for eligible aims in [category code 45](#) ('National Skills Fund Level 3 Free Courses for Jobs rate 1') or by £150 for eligible aims in [category code 46](#) ('National Skills Fund Level 3 Free Courses for Jobs rate 2')
 - we will increase the £150 or £600 by the area cost uplift and/or disadvantage uplift if applicable to that learning aim
78. Learners aged 23 or younger (based on their age on the day they start the qualification) utilising Free Courses for Jobs will be funded through your procured or non-procured adult skills fund funding lines.
79. Learners aged 24+ (based on their age on the day they start the qualification) will be funded through your procured or non-procured "Free Courses for Jobs" funding lines.
80. You should use the Learning Delivery Monitoring (LDM) code 378 (Adult Level 3 offer) in the ILR to indicate your learning aims that are eligible within this offer. In addition, providers will need to do either of the following to validate their return:
- Use LDM code 391 where the learner is eligible via the earnings threshold or unemployed. Record the employment status of the learner.
 - Or: populate prior attainment below a full level 3 if this is the basis for the learner's eligibility.
81. From 1 April 2023 Mayoral Combined Authorities have had the discretion to use up to 50% of FCFJ grant funding on qualifications not on the national list. Only qualifications on the WYCA approved Free Courses for Jobs list will be eligible, not all level 3 qualifications from category code 56 are eligible. For these qualifications, the funding calculation will not increase the weighted rate by £150 or £600.

Prince's Trust Team Programme

82. The programme rate has increased for new starts from 1 August 2024 to £3,204. This programme rate is the same for both employed and unemployed learners as this has been simplified this year.
83. You will earn the funding rate for the award or certificate in 'Employment, Teamwork and Community Skills'. The qualifications you can use are in table 3. You must also record the learners on the ILR using the Learning Delivery Monitoring (LDM) code 331.

Table 3: Qualifications for the Prince's Trust Team Programme 2024 to 2025

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

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

85. Table 4 shows the qualification funding rates, the maximum programme rate and the maximum additional funding you can claim where appropriate.

Table 4: The rates for the Prince's Trust Team Programme for starts on or after 1 August 2024

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

Heavy Goods Vehicles (HGV) driver training

86. The level 2 learning aims that prepare learners for the HGV licence are Ofqual regulated qualifications. These are funded in the same way as other regulated learning aims and can be found on FALA with [category code 50](#).
87. The HGV medical and certificates of professional competence (licence) have their own rates that allow eligible learners to be reimbursed for the cost. The HGV medical has [category code 51](#). The certificates of professional competence (licence) have [category code 52](#).
88. The HGV medical and certificates of professional competence do not attract disadvantage or area cost uplifts and we do not hold back funding for achievement /completion.

Our earnings method

Principles

89. There may be changes to your earnings methodology for funding year 2024 to 2025 depending on your contract type and start date of the learning aim.
90. The following principles apply to our approach to your earnings:
- funding is distributed over the duration of the course starting from the date the learner started.
 - you earn funding for what you deliver, when you deliver it
 - funding is directly linked to achievement or completion depending on your type of contract and when the learning aim started
 - for aims funded through a **grant contract** and started on or after 1 August 2024, funding is directly linked to the learner **completing** the learning aim or gaining employment
 - for aims funded through a **grant contract** and started prior to 1 August 2024, funding is directly linked to the learner **achieving** the learning aim or gaining employment
 - for all aims funded through a **procured contract** funding is directly linked to the learner completing their learning aim and **achieving** the learning aim (or gaining employment for job outcomes)

Qualifying period for funding

91. If a learner is in learning for at least the qualifying period, we count them as a 'funding start'. We calculate this from the [ILR](#) 'Learning Start Date'. 1. The different qualifying periods are shown in table 5:

Table 5: The qualifying period for funding

Planned length of the learning aim	Qualifying period
168 days or more	42 days
14 to 167 days	14 days
Fewer than 14 days	1 day

92. We treat learners as having qualified until a learning actual end date is recorded, at which point we calculate the actual length of the learning aim.
93. If a learner achieves their learning aim in a shorter period than the qualifying period, then we treat them as having qualified.
94. If a learner generates on-programme earnings for passing a census date, then in a subsequent ILR return you record a learning actual end date (without an achievement outcome) that does not meet the qualifying period, we will claw back the funding for that learning aim.

Distribution of funding over time

95. If you are grant-funded, then we will pay you an amount each month based upon the monthly profile in your contract and your allocation value. We then reconcile your funding after the final R14 ILR submission window using your earnings ('earnings' are what you have earned through the ILR and EAS submissions you send us). Therefore, for grant-funded providers, your month by month earnings that we calculate will not affect your monthly payments. Rather, it is the overall earnings over the academic year that feed into the reconciliation process.
96. If you are funded through a procured contract, then we will pay you each month in arrears based upon your earnings through your ILR and EAS data. The amount we pay each month may not match your earnings because of capping or because you have an outstanding debt with us.
97. We calculate your earnings each month using the same process and system, regardless of the contract you have with us. We show you these figures through your Funding reports (see this section for more information).
98. We base your earnings on monthly instalments plus an achievement element. The achievement element does not apply to HGV medicals, HGV licences or work placements.

99. We hold back 20% of the weighted rate for each learning aim, which we will only generate when the learner achieves their learning aim. You earn all achievement elements on the learning actual end date recorded on the ILR.
100. The ESFA calculates the monthly instalments once it has removed the achievement element (20%). We spread out these instalments over the number of planned months for the learning aim, with a double payment in the first month. The instalment calculation uses the formula 'n+1', where 'n' is the number of planned months. The formula recognises the upfront costs associated with enrolling a learner on a learning aim.
101. You earn the instalments if the learner is in learning on each census date (the last calendar day of every month). The planned number of months is calculated from the 'Learning start date' and the 'Learning planned end date' in the [ILR](#).
102. If the learner leaves early, the monthly instalments stop. However, for eligible learners we will pay you a job outcome payment which will be half of the achievement element. If the learner then goes on to achieve the learning aim, you will earn the outstanding monthly instalments and the rest of the achievement element. For more information on job outcomes, refer to [ASF Funding Rules 2024-25 \(westyorks-ca.gov.uk\)](https://www.westyorks-ca.gov.uk/asf-funding-rules-2024-25)
103. Figure 1 is an example of the earnings method for a learner starting a course in September and achieving in June. It shows how you earn funding for a course with a total cost of £1,000 over the nine-month period: nine monthly on-programme payments (OPP) of £80, plus a double monthly OPP (that is, n+1) of £160 in the first month and an achievement payment of £200 upon completion.

Figure 1.

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
	9-month learning aim											
Payment instalments		OPP	OPP	OPP	OPP	OPP	OPP	OPP	OPP	OPP	Achievement payment	
		OPP										
Payment example		£160	£80	£80	£80	£80	£80	£80	£80	£80	£200	

Recording late data in the ILR

104. The Authority is only funding new starts from the 1st August 2024. If a learner is continuing learning at the final R14 collection at the end of the year, but you record in the subsequent ILR year that they should have left in the previous ILR year, you will have earned funding that you need to pay back.

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

from the 2023 to 2024 ILR that will need paying back. You can pay this funding back through the [EAS](#) recording a negative figure in the 'Authorised claims' adjustment type. You do not need our permission to use this adjustment type to pay back funding, you only need permission to use this adjustment type for claiming funding. However, please let us know the details behind the adjustments you are repaying funding for by emailing AEBinfo@westyorks-ca.gov.uk

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

Funding Claims

107. In addition to Commissioning Reviews and Compliance Visits, there will be a requirement on providers to supply Funding Claims which will set out your actual delivery to date and provide a forecast for the remainder of the year. The dates for these returns are below:

- Mid-year February 2025 – R06
- Year-end June 2025 including forecast – R10
- October 2025 funding claim – R14

Support funding

Learning support

108. The Authority expect to see LSF claimed through the ILR rather than through the EAS. You can access this funding through the Authority's funded AEB and you record this against a learner's learning aim in the ILR.
109. If you record learning support against a learning aim in the ILR, you will earn a fixed monthly rate of £150. We expect the total you earn from the monthly rate to be enough to cover your costs. If the cost of providing support to a learner exceeds the total earned from the fixed monthly rate, you can claim this excess through the [EAS](#).
110. If you plan to deliver the learning aim in less than one calendar month, you must claim the value of the learning support as if it were all excess, using the [EAS](#).
111. If learning support is more than £19,000, you can claim exceptional learning support above £19,000 using the cost form available from the Combined Authority you do not claim the amount above £19,000 through the [EAS](#).

Learner support

112. Learner Support is available to provide financial support for learners with a specific financial hardship preventing them from taking part or continuing in learning.
113. Learner Support is not formula-funded so you cannot claim it through the ILR. How you claim learner support depends on the contract type the learner requiring support is funded under: -
 - if the learner support relates to learning delivered under a grant-funded contract, you must complete a mid-year funding forecast, a year-end and final funding claim to receive funding for learner support
 - if the learner support relates to learning delivered under a procured AEB contract, you must claim the support through the EAS
 - Any changes to Learner Support from providers' original delivery plans must be discussed with your Key Account Manager

Funding reports

114. ESFA will continue to provide funding reports to show you what funding has been calculated for you. These will range from headline funding reports to detailed reports at learner and learning aim level; like the funding summary reports and occupancy reports provided last year. More detailed guidance is available in the [funding reports document](#).
115. You will receive a set of reports when you submit your ILR data that will indicate how much you have earned. There will be two main reports for formula-funded adult skills fund provision that the Authority funds: - occupancy report - this report gives the most detailed information at learner and learning aim level - funding summary report – this report gives you the aggregated information by month and for each funding line type (subcategories within the budget)
116. As the budget has changed from AEB to ASF the funding lines will change accordingly, these will be reflected in your funding reports.
117. All learning aims that started before 1 August 2024 and continue into the year 2024 to 2025 should remain being recorded in the ILR using Funding Model 35 ('Adult Skills'). ESFA will continue to use the funding calculation from last year for these learning aims. ESFA will merge the information from the calculations for Funding Model 35 and Funding Model 38 into a single updated occupancy report, and similarly the funding summary report will contain information from both calculations. ESFA will publish more detailed guidance in the [funding reports document](#).

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

SSA tier 2	SSA Tier 2 description	Skills funding band	Hourly skills funding rate from 1 Aug 2024
1	Health, public services and care		
1.1	Medicine and dentistry	Medium	£8.40
1.2	Nursing and subjects and vocations allied to medicine	Medium	£8.40
1.3	Health and social care	Medium	£8.40
1.4	Public services	Low	£7.20
1.5	Child development and wellbeing	Low	£7.20
2	Science and mathematics		
2.1	Science	Medium	£8.40
2.2	Mathematics and statistics	Low	£7.20
3	Agriculture, horticulture and animal care		
3.1	Agriculture	Specialist/High	£12.00/£9.60
3.2	Horticulture and forestry	Specialist/High	£12.00/£9.60
3.3	Animal care and veterinary science	Specialist/High	£12.00/£9.60

SSA tier 2	SSA Tier 2 description	Skills funding band	Hourly skills funding rate from 1 Aug 2024
3.4	Environmental conservation	Medium	£8.40
4	Engineering and manufacturing technologies		
4.1	Engineering	High	£9.60
4.2	Manufacturing technologies	High	£9.60
4.3	Transportation operations and maintenance	High	£9.60
5	Construction, planning and the built environment		
5.1	Architecture	Medium	£8.40
5.2	Building and construction	High	£9.60
5.3	Urban, rural and regional planning	Medium	£8.40
6	Information and communication technology		
6.1	ICT practitioners	Medium	£8.40
6.2	ICT for users	Medium	£8.40
7	Retail and commercial enterprise		
7.1	Retailing and wholesaling	Low	£7.20

SSA tier 2	SSA Tier 2 description	Skills funding band	Hourly skills funding rate from 1 Aug 2024
7.2	Warehousing and distribution	Low	£7.20
7.3	Service enterprises	Low	£7,20
7.4	Hospitality and catering	Medium	£8,40
8	Leisure, travel and tourism		
8.1	Sport, leisure and recreation	Low	£7.20
8.2	Travel and tourism	Base	£6.00
9	Arts, media and publishing		
9.1	Performing arts	Low	£7.20
9.2	Crafts, creative arts and design	Medium	£8.40
9.3	Media and communication	Low	£7.20
9.4	Publishing and information services	Low	£7.20
10	History, philosophy and theology		
10.1	History	Base	£6,00
10.2	Archaeology and archaeological sciences	Low	£7.20
10.3	Philosophy	Base	£6.00

SSA tier 2	SSA Tier 2 description	Skills funding band	Hourly skills funding rate from 1 Aug 2024
10.4	Theology and religious studies	Base	£6.00
11	Social sciences		
11.1	Geography	Low	£7.20
11.2	Sociology and social policy	Base	£6.00
11.3	Politics	Base	£6.00
11.4	Economics	Base	£6.00
11.5	Anthropology	Base	£6.00
12	Languages, literature and culture		
12.1	Languages, literature and culture of the British Isles	Base	£6.00
12.2	Other languages, literature and culture	Base	£6.00
12.3	Linguistics	Base	£6.00
13	Education and training		
13.1	Teaching and lecturing	Low	£7.20
13.2	Direct learning support	Low	£7.20
14	Preparation for life and work		

SSA tier 2	SSA Tier 2 description	Skills funding band	Hourly skills funding rate from 1 Aug 2024
14.1	Foundations for learning and life	Base	£6.00
14.2	Preparation for work	Base	£6.00
15	Business, administration and law		
15.1	Accounting and finance	Low	£7.20
15.2	Administration	Base	£6.00
15.3	Business management	Low	£7.20
15.4	Marketing and sales	Base	£6.00
15.5	Law and legal services	Base	£6.00