

GLCCA

Adult Skills Fund

ILR Coding Guide

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Version	Date	Section/Reference	Amendment
0.1			Original Draft
1.0	23/7/26	CSCS Cards	Change to learning aim to be used.

Introduction

This document sets out the Greater Lincolnshire County Combined Authority (GLCCA) ILR Coding Requirements for Adult Skills Fund delivery for the academic year 2026–27.

The data collected is used to calculate funding for training providers, monitor performance, plan for the future, and ensure that public money is spent in line with GLCCA priorities.

This document applies only to learners who have an GLCCA home postcode at the start of each learning aim.

Please refer to the 2026 to 2027 devolution postcode list, which is published on Gov.UK, for eligible GLCCA postcodes:

<https://www.gov.uk/government/publications/adult-skills-fund-asf-postcode-files>

The information here does not cover information already provided to providers by the Government or GLCCA within the following, but not limited to:

Government:

ILR specification, validation rules and appendices 2026 - 2027
 ASF Funding Rules (specifically including Sub-contracting Rules)
 Funding Rates and Formula Guidance 2026 - 2027
 GLCCA Postcodes
 Provider Support Manual 2026 - 2027

GLCCA:

GLCCA Adult Skills Fund: Funding Rules 2026 - 2027
 GLCCA Performance Management Framework

This guidance will go through how the GLCCA will require the provider to code specific fields in the ILR depending on if the aim is being funded via grant (non-procured) or procured.

This document will refer to the use of Devolved Area Monitoring (DAM) codes. These codes will be used to monitor the delivery of specific priorities in the GLCCA. They are similar to Learning Delivery Monitoring (LDM) codes (used for Government-funded learners), but these are required only for aims funded by combined authorities. Please note that we are expecting a DAM code to be introduced for tutor-led online learning. If and when this is issued, this guidance will be updated.

Data Submission

ILR and EAS submissions must be made monthly by the 4th working day of each month in line with the ILR Submission Calendar: guidance.submit-learner-data.service.gov.uk/26-27/data-collection-timetable.

Data Validation Rules

The following validation rules apply to all ILR data submitted for GLCCA-funded Adult Skills Fund (ASF) delivery for the academic year **2026–27**. These rules must be followed by all providers submitting ILR returns for learners funded under Funding Model 38 or 11 with Source of Funding **SOF 126**.

Failure to comply with these rules may result in **funding being withheld, recovered, or declared ineligible**.

1. General ILR Validation Rules

Funding Model

All GLCCA formula-funded aims must be recorded with **FundModel = 38**.

All GLCCA Tailored Learning aims must be recorded with **FundModel = 11**.

Continuing aims from previous years must retain their original Funding Model (any aims starting in 2025-26 will remain DfE funded, not GLCCA).

Source of Funding (SOF)

All GLCCA-funded aims must use **SOF 126**. GLCCA will not receive aims recorded against any other Source of Funding. Providers must not substitute placeholder values or a SOF from another Combined Authority.

Learner Residency / LSD Postcode

Learners must be ordinarily resident in a GLCCA-eligible postcode at the **start date of each aim**.

The LSD Postcode must match an entry in the **ASF Devolution Postcode Dataset**. Use of postcode **ZZ99 9ZZ** is permitted only at the discretion of the GLCCA.

Funding Hierarchy (Eligibility Priority) / Legal Entitlement

Where a learner meets multiple eligibility criteria, legal entitlement must take precedence over all other funding routes, including local flexibilities such as the earnings threshold and Free Courses for Jobs.

2. Compulsory ILR Fields

The following ILR fields are **mandatory** for all learners funded through GLCCA ASF. Providers must take **all reasonable steps** to collect accurate information for these fields at the start of each learning aim.

Use of “unknown” values should be avoided wherever possible.

Where an unknown value is used, providers must update the ILR record at the **earliest possible opportunity**.

CompletionStatus and **Outcome** must always reflect the learner's actual status in line with the ILR specification. Providers must not default to standard values. Inaccurate or inconsistent completion of compulsory fields may result in funding being withheld or recovered.

Learner Employment Status (EmpStat)

The **Learner Employment Status (EmpStat)** field records the learner's economic position at the **start of the learning aim**. Providers must ensure this field accurately reflects the learner's circumstances on that date.

The permitted values for ASF-funded provision are:

10 – Employed

11 – Unemployed

12 – Economically inactive

Definition of “Economically Inactive” (EmpStat = 12)

For the purposes of GLCCA ASF delivery, a learner should be recorded as **Economically inactive (EmpStat = 12)** where they are **not in paid employment and not actively seeking or available for work** at the start of the learning aim.

A learner may be considered economically inactive where they are:

Caring for family or dependants and not seeking work

Long-term sick or disabled and not currently available for work

Retired

In full-time unpaid activity (including volunteering) and not seeking employment

Temporarily unavailable for work due to personal circumstances

Otherwise not participating in the labour market and not meeting the definition of “unemployed”

Economically inactive learners are **distinct from unemployed learners**. A learner must not be recorded as economically inactive if they are:

Actively seeking work, and

Available to start work

Such learners must be recorded as **Unemployed (EmpStat = 11)**.

Providers must assess employment status based on information provided by the learner at the start of the aim.

Formal documentary evidence is not required, but providers must:

- Apply employment status definitions consistently
- Be able to justify coding decisions if queried
- Employment status must not be adjusted retrospectively unless the original value was recorded incorrectly.

Prior Attainment

Learner Start Date Postcode (LSDPostcode)

ZZ99 9ZZ may be used only at the discretion of GLCCA and in specific circumstances. When the learner's postcode is temporarily unknown without notification, we will record this as an error and it must be updated in the next ILR return.

Delivery Postcode (DelLocPostCode)

All provision delivered face to face should have a valid postcode, whether it is the provider's site postcode or the postcode of another location where the provision is being delivered. The ZZ99 9ZZ postcode should only be used where the majority or all the learning is being delivered remotely.

GLCCA Specific Requirements

Level 3 Earnings Threshold

The GLCCA has maintained the DfE's earnings threshold for eligible Level 3 delivery to enable learners to be fully funded as earnings below **£26,800**.

If the learner can be fully funded because they earn below the earnings threshold (please see ASF Funding Rules 2026 to 2027), then the ILR must be coded as follows:

ILR Coding Requirements

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Learner Postcode	Y	Student must have a GLCCA postcode
FundModel	38	Y	
SOF	126	Y	
FFI	1	Y	Fully Fund the aim
LDM	391	Y	Learner earns below 'Earnings Threshold'
DAM	002	N	Required for all Procured Devolved Adult Skills contracts. All procured activity must be recorded using this DAM code against all aims
DAM	124	N	Required only if the learner is under formal risk of redundancy

The earnings threshold should **not** be used if activity is already covered under legal entitlement.

Where a learner qualifies under a legal entitlement, this must take precedence over Free Courses for Jobs.

Legal Entitlements

GLCCA follows national entitlements for:

English and maths (up to Level 2)
 Digital Essential Skills
 First full Level 2 (aged 19–23 only)
 First full Level 3 (aged 19–23 only)

DAM 023 **must not** be used for legal entitlement aims.

Free Courses for Jobs (FCFJ)

The GLCCA will fully fund learners aged 19 or over who meet the criteria set out in the ASF Funding Rules 2026 to 2027 and the relevant earning thresholds (£26,800).

All FCFJ learners regardless of age will be funded via the FCFJ funding line. However, learners aged 19-to-23 who have a legal entitlement must be recorded under Legal Entitlement and not Free Courses for Jobs.

The aims must be on the list published by the Government's **national Free Courses for Jobs qualifications** or the GLCCA's additional approved FCFJ list which will be published on the Skills pages at Greaterlincolnshire-cca@gov.uk.

The ILR must be coded as followed:

ILR Coding Requirements

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Learner Postcode	Y	Student must have an GLCCA postcode
FundModel	38	Y	
SOF	126	Y	
FFI	1	Y	Indicates the learning aim is fully funded
LDM	378	Y	Identifies the aim as FCFJ
LDM	391	N	Learner earns below 'Earnings Threshold'
DAM	002	N	Required for all Procured Devolved Adult Skills contracts. All procured activity must be recorded using this DAM code against all aims
DAM	124	N	Required only if the learner is under formal risk of redundancy
Category Code (if required)	45 or 46	Y	Where the course attracts an uplift of £600 or £150 respectively, if required.

There is no requirement for the provider to use DAM code 023 for FCFJ aims. Please do not input this code into your ILR data as the aim may not be valid when received by the GLCCA and may not be paid.

Where a learner qualifies under legal entitlement, this must take precedence over Free Courses for Jobs.

Subject to GLCCA approval, providers can request that a qualification be added to the national list. When qualifications are added to the funding eligibility list, they will become eligible for funding from that publication date.

Only providers that have received approval and an allocation from the GLCCA for the delivery of FCFJ provision are authorised to submit ILR data. Providers that have not been approved must not submit ILR records, as these will not be eligible for funding.

Award in Education and Training

GLCCA will fully fund the Level 3 Award in Education and Training for 2026/27 and 2027/28 academic years for all learners. The ILR must be coded as follows:

ILR Coding Requirements

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Learner Postcode	Y	Student must have an GLCCA postcode
FundModel	38	Y	
SOF	126	Y	
FFI	1	Y	Indicates the learning aim is fully funded
DAM	002	N	Required for all Procured Devolved Adult Skills contracts. All procured activity must be recorded using this DAM code against all aims
DAM	023	Y	To ensure full funding at the GLCCA specified rate.

CSCS Labourer (Green) Card

GLCCA will pay the cost of the Construction Skills and Certification Scheme (CSCS) Labourer (Green) Card where it is an occupational requirement, at a cost of £58.00 as agreed by the GLCCA. This will support unemployed learners to acquire the necessary licence to practice in advance of accepting employment. Where this is funded,

evidence of actual progression into work within 3 months of the course's end date will be required.

Please note that GLCCA is using a different learning aim to the DfE, reflecting the different funding rate and that the GLCCA do not require learners to be on a Level 2 or Level 3 course within SSA 5.2. **The learning aim that should be used for this is: - CSCS Green Card – Job Outcome Z0010957**

Please note that GLCCA is not funding any other CSCS cards.

When claiming this CSCS Card payment, we require you to use the same start date, planned end date and actual end date as when they started their main programme and the learner must be unemployed on their start date.

For the provider to claim this CSCS Green Card payment, appropriate evidence must be kept by the provider.

Please note, that all evidence and payments for any incentives will be subject to GLCCA compliance checks.

Please only enrol the student onto the CSCS Green Card aim after they have achieved the associated job outcome, and you hold suitable evidence to show that it has happened.

Software Driven Distance Learning

GLCCA would like to identify where learning aims are delivered predominantly through software driven distance learning. Please use DAM code 73 to identify these learning aims.

Earning Attachment Statement (EAS)

Overview

The Earnings Adjustment Statement (EAS) is used by providers to record approved funding adjustments that cannot be captured through the Individualised Learner Record (ILR).

The EAS enables GLCCA to reconcile funding accurately against a provider's Adult Skills Fund (ASF) allocation. All adjustments recorded through the EAS:

- Are made within the provider's agreed allocation
- Do not constitute additional funding

When an EAS Is Required:

Providers must submit an EAS only when instructed or explicitly authorised by GLCCA. The EAS may be used to record agreed adjustments relating to:

Authorised claims agreed outside the ILR
Excess Learning Support
Learner Support funding categories
Approved DA/GLA Defined Adjustments
Corrections that cannot be resolved through ILR resubmission

Providers must not submit:
Speculative claims
Estimated values
Adjustments not agreed with GLCCA

Relationship to ILR Data
The EAS does not replace ILR submissions.

Providers must continue to record all learner level delivery accurately through the ILR.

The EAS operates at:
Provider level
Funding-line level

EAS adjustments will be reconciled against:
ILR returns
Grant or contract values
Published allocations

EAS File Structure
You must use the standard format as defined by the DfE and ensure all claims are accurate, clearly evidenced and aligned with Authority rules.
Files must be saved and submitted as a CSV file.

Each EAS row must include:
FundingLine
AdjustmentType
CalendarYear
CalendarMonth
Value
DevolvedAreaSourceOfFunding (must be 126)
Notes (optional)
Values must:
Be recorded to two decimal places
Use positive values to increase funding
Use negative values to reduce funding

Please ensure your files comply with the DfE's file naming convention in order to ensure that they are not rejected.

Submission Method

EAS files must be submitted via Submit Learner Data (SLD) when required or as authorised by GLCCA. Providers must retain evidence to support all EAS adjustments submitted and this must be provided to GLCCA on request.

Assurance and Reconciliation

GLCCA may:

Request supporting evidence or additional information

Reject or amend submitted adjustments

Recover funding where claims are unsupported or ineligible

Repeated or material errors may lead to enhanced assurance or audit activity.

Use of DA/GLA Defined Adjustments

DA/GLA Defined Adjustment 1: Tailored Learning

DA/GLA Defined Adjustment 1 must be used to record agreed funding adjustments relating to Tailored Learning where funding cannot be fully or accurately captured through the ILR.

This adjustment may be used where:

Tailored Learning delivery is funded by GLCCA, and

The agreed funding value cannot be applied through standard ILR calculations

Requirements:

Only providers with approved Tailored Learning delivery may use this adjustment

Providers must not submit this adjustment where Tailored Learning is not part of their agreed funding arrangement

Values must reflect the agreed monthly funding amount

Supporting evidence must be retained for audit and assurance purposes

General Rules for Defined Adjustments

All Defined Adjustments must:

Relate to a specific calendar month

Be explicitly agreed with GLCCA

Be fully auditable

Providers must not use Defined Adjustments:

As a general balancing mechanism

As a substitute for correct ILR coding

Misuse of Defined Adjustments may result in:

Recovery of funds

Withdrawal of approval to submit EAS claims

Glossary

ASF

Adult Skills Fund – the devolved funding stream used by GLCCA to support adult learning.

GLCCA

Greater Lincolnshire County Combined Authority – the devolved authority responsible for post-19 skills funding in the region.

DfE

Department for Education – the national government department overseeing education policy, including ILR specifications.

FCFJ

Free Courses for Jobs – national scheme providing fully funded Level 3 courses for eligible adults.

ILR

Individualised Learner Record – the data return that FE providers must submit detailing each learner's programme, used to calculate funding and performance.

LDM

Learning Delivery Monitoring – codes used nationally to identify certain learner or delivery characteristics.

DAM

Devolved Area Monitoring – local codes used by devolved authorities (like GLCCA) to track delivery of specific local priorities.

SOF

Source of Funding – ILR field that identifies where funding originates from. For GLCCA-funded learners, this must be '126'.

FFI

Full Funding Indicator – ILR field that identifies whether a learning aim is fully or co-funded. '1' indicates fully funded.

FundModel

Funding Model – ILR field that determines which funding stream is being used. GLCCA uses code 38 and 11.

LSDPostcode

Learning Start Date Postcode – ILR field capturing the learner's postcode at the point they start the learning aim. Must match the GLCCA postcode list.

EmpStat

Employment Status – ILR field used to describe the learner’s employment status at the start of learning (e.g. 10 = employed).

LearnAimRef

Learning Aim Reference – the code used to identify a course or programme within the ILR.

Z-codes

Generic learning aim references used for things like additional payments, incentives, or licences.

EAS

Earnings Adjustment Statement – spreadsheet-based mechanism used by providers to claim funding not captured in the ILR.

SSA

Sector Subject Area

GLH

Guided Learning Hours – the number of hours a learner is expected to engage in learning under the guidance of a tutor.

Outcome

ILR field showing whether the learner achieved the aim.

Completion Status

ILR field showing whether the learner completed, withdrew, or transferred.