Skills Funding Agency

Technical Guide 2014 to 2015 Funding Year

Claiming full funding for apprentices aged 19 and over and how to report this on the Individualised Learner Record

Background and purpose

This note provides further guidance to colleges and other training organisations on how to check whether they are claiming full funding correctly for apprentices aged 19 and over. It details how to report this correctly in the Individualised Learner Record (ILR).

Overview

Typically, most apprentices who start on or after their 19th birthday are co-funded. This includes all learning aims delivered as part of the apprenticeship framework, including all English and maths learning aims.

A full funding entitlement for English and/or maths[1] or a first full Level 2 or 3 for learners aged 19 to 23 does not apply to apprenticeship funding.

We will only provide full funding for an apprentice aged 19 or over in the three circumstances outlined below.

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[1] If the learner has not attained the equivalent of GCSE grade C or above.

Full funding eligibility and how to complete the Individualised Learner Record correctly

1. **Apprentice starts aged 16 to 18, takes a break in learning and returns to continue the same apprenticeship after their 19th birthday.**
   (See paragraphs 102 to 106 and 136 of [Funding Rules 2014 to 2015 Version 2](#)). You must return the following Funding and Monitoring (FAM) records on the ILR for each separate learning aim:

   i. FAM type of Eligibility for Enhanced Apprenticeship Funding (EEF) and code 2, and
   ii. FAM type of Restart indicator (RES) and code 1.

2. **An individual aged 19 to 23 could not take up an apprenticeship when they were 16 to 18 due to circumstances beyond their control.**
   (See paragraphs 148 to 150 of [Funding Rules 2014 to 2015 Version 2](#)).

   If you have recorded the FAM type as Full or co-funding indicator (FFI) and code 1 to indicate full funding then the following applies:

   - You must hold evidence from an authoritative source (for example, a local authority or probation service), setting out the reasons why the learner has not been able to enter learning before their 19th birthday due to circumstances or a reason beyond their control.

   - A FAM type of Eligibility for Enhanced Apprenticeship Funding (EEF) is not required for these apprentices.

   - This type of eligibility is not recorded separately within the ILR, but we would not expect to see high volumes of these learners.

3. **Apprentice was aged 19 to 24 when they started this apprenticeship and is subject to an Education, Health and Care (EHC) plan.**
   (See page 42 of the [Funding Rules 2014 to 2015 Version 2](#)).

- You must return the following:
    i. Learning Delivery FAM type of Eligibility for Enhanced Apprenticeship Funding (EEF) and code 2, and
    ii. Learner FAM type of EHC Plan, code 1.

This will indicate that the learner has an EHC Plan and that the learner is eligible for the funding rate for 16- to 18-year-olds.

Co-funding

If you cannot evidence eligibility for full funding for a 19+ apprenticeship then you must report them as co-funded.

You must return the following FAM record on the ILR for each separate learning aim:

    i.   FAM type as Full Funding Indicator (FFI) and code 2 (Co-funded)

How to check for issues

On the Hub you can use the report 'Indicative 2014/15 PFR Occupancy Report (csv)' to identify fully funded learners aged 19 and over by:

- within Excel turn on the filter function in the Data menu
- selecting 'Fully Funded aims' (select number 1) in the 'Learning delivery funding and monitoring type – Full or co-funding indicator' column
- selecting all options except 'Eligibility for enhanced apprenticeship funding' (unselect number 2) in the 'Learning delivery funding and monitoring type – Eligibility for enhanced apprenticeship' column
- selecting '19 to 23 apprenticeships' and '24+ apprenticeships' in the Funding Line Type column

The selection that you now have shows 19+ apprentices that you have reported as fully funded. For an eligible fully funded 19-23 apprentice they must either have taken a break in learning (described in category 1 above) or have an Education, Health and Care (EHC) plan (described in category 3 above). If you have other 19-23 apprentices then you must change the ILR data to report them as co-funded.

If you have any 24+ apprentices listed in the selection, then you have incorrectly reported them as fully funded and you must change the ILR data to report them as co-funded.

You can also use the Provider Data Self-assessment Toolkit (PDSAT reports 15S-100 and 15S-110) to check if you have any issues.