

Schedule 1

The North East Combined Authority Adult Skills Fund (ASF)

Funding Rules

For the 2025-26 Funding Year
(1 August 2025 to 31 July 2026)

This document sets out the Performance Management and Payment Framework that will apply to all providers in receipt of funding related to:

- Lot 1: Devolved Adult Skills Fund including Tailored Learning
Lot 2: Free Courses for Jobs (FCFJ) Level 3 Adult Offer

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1. Introduction to the Adult Skills Fund

- 1.1. This document sets out the North East Combined Authority (thereafter North East CA) Adult Skills Funding (ASF) funding rules for the 2025 to 2026 funding year (1 August 2025 to 31 July 2026). The rules only apply to providers of education and training who receive devolved ASF funding from North East CA which can only be spent on residents with a North East CA postcode.
- 1.2. The purpose of ASF is to support adult learners in devolved areas to gain skills which will lead them to meaningful, sustained, and relevant employment, or enable them to progress to further learning which will deliver that outcome.
- 1.3. Within ASF, further provision for tailored learning is available that supports wider outcomes such as to improve health and wellbeing, equip parents/carers to support their child's learning, and develop stronger communities.
- 1.4. The North East CA ASF funding rates and formula guidance for 2025 to 2026 contains the details of how providers will earn their funding.
- 1.5. North East CA's ASF also encompasses a range of statutory entitlements for learners, including the right to fully funded provision for basic English, maths and digital qualifications and, depending on the resident's age and employment status, an entitlement to a first Level 2 and/or Level 3 qualification.
- 1.6. The rules only apply to providers of education and training who receive devolved ASF funding from North East CA which can only be spent on residents with a North East CA postcode.
- 1.7. These rules do not apply to:
 - apprenticeships
 - traineeships
 - offender learning
 - advanced learner loans
 - skills bootcamps
 - multiply
 - education and training services funded by the European Social Fund (ESF) / HMT Guarantee
 - individual's resident in a non-devolved authority area\ funded by the ESFA.
- 1.8. Please note: These Funding Rules form part of your contract with North East CA. This applies whether you are in receipt of a Grant Funding Agreement or a Contract for Services. You must therefore read these rules carefully and ensure that your organisation is familiar with their content.

- 1.9. The rules should be read in conjunction with North East CA's Performance Management and Payment Rules, and the delivery plan agreed within your Grant Funding Agreement or Contract for Services.
- 1.10. You must operate within the terms and conditions set out in these rules. If you do not, you could be in breach of your contract with North East CA, and appropriate action may be taken.
- 1.11. Definitions are included to assist in understanding the terminology and explain technical terms.
- 1.12. North East CA reserve the right to make changes to these rules. This may be, for example, to ensure the devolved ASF continues to align to the needs of our residents and businesses and continues to comply with any requirements set by government. We will notify you of any such changes.
- 1.13. Where updates to the Funding Rules are made these will be updated and issued as new versions.

2. Understanding the terminology

- 2.1. The term 'North East CA' refers to the North East Combined Authority. When North East CA refers to 'you' or 'providers', this includes Colleges, Sixth Form Colleges, Independent Training Providers (ITPs), voluntary community sector providers and Local Authorities who receive funding from us to deliver adult education and training to North East CA residents.
- 2.2. North East CA will use the generic term 'you' or 'provider' unless the requirements only apply to a specific provider type or funding agreement.
- 2.3. In AY 2025-26 North East CA ASF provision is made up contractually of (i) Grant Funding Agreements and (ii) Contract for Services (these are with procured providers).
- 2.4. The term 'funding agreement' in these rules can be a Grant Funding Agreement or a Contract for Services.
- 2.5. We use the terms 'resident' and 'learner' to cover those whose provision is funded by North East CA i.e. those with a postcode in North East CA area.
- 2.6. We use the term 'provision' or 'learning' or 'learning aims' to refer to North East CA funded ASF, whether it is a regulated qualification, or other learning that is not regulated.
- 2.7. If we refer to 'qualifications', they will be from the Regulated Qualifications Framework (RQF) or an Access to Higher Education Diploma recognised and regulated by the Quality Assurance Agency (QAA).

- 2.8. 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.
- 2.9. 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.
- 2.10. We may refer to this document as 'funding rules' or 'the rules'.

3. Contacting us

- 3.1. Your appointed Relationship and Contract Manager will be your first point of contact.

4. Summary of changes

- 4.1. **Residency:** From 1st August 2025, individuals will be eligible for ASF funding if they are ordinarily resident in the UK on the first day of learning, and the learning is taking place in England.
- 4.2. **Completion Deadline:** All learning must be completed by 31st July 2026.
- 4.3. **Outcome Collection:** A report must be submitted at R06 and R12.
- 4.4. **Funding Calculation:** regardless of the learner's age, if you use the LDM code 378, the funding will be calculated under the FCFJ funding line and will no longer appear under the Adult Skills Fund (ASF).
- 4.5. **ESOL Allocation:** The total amount allocated to ESOL delivery for the academic year 2025/26 must not exceed the forecasted outturn for the academic year 2024/25.
- 4.6. **Earnings Threshold:** Increased to £30,000.
- 4.7. **Kings Trust:** Previously known as Prince's Trust, has been renamed in the ILR.
- 4.8. **Non-regulated Formula Funded Aims:** Most Non-regulated formula-funded aims will carry into 2025/26. Please check with RCM.
- 4.9. **Excess Learning Support:** Any excess learning support above £500 must be pre-approved by RCM and a form submitted with evidence.
- 4.10. **Engagement Support Zcode:** this has now been withdrawn and can no longer be used.

Section 1 - General funding requirements

1. Principles of funding

- 1.1. These rules apply in relation to all learners starting North East CA ASF learning aims on or after 1 August 2025.
- 1.2. You must hold evidence to assure us that you are using North East CA ASF funding appropriately. Most evidence will occur naturally from your normal business processes. A full explanation of the evidence pack is given in Annex E.
- 1.3. It is a condition of funding that providers have the capacity and capability for accurate data and evidence collection, management and reporting, and must be able to comply with both North East CA and the Education and Skills Funding Agency (ESFA) submission of data, including, but not limited to, the Individualised Learner Record (ILR) and/or Earnings Adjustment Statement (EAS) and any associated evidence, with prompt changes to learner data e.g. withdrawals from learning.
- 1.4. You must not transfer funding between different funding agreements and the following budgets:
 - ASF
 - 19 to 24 continuing traineeship programmes
 - level 3 free courses for jobs (FCFJ)
 - apprenticeships
 - advanced learner loans bursary fund
 - advanced learner loan facility
 - skills bootcamps
 - ASF funding received from non-devolved budgets to combined authorities
 - ASF Tailored Learning
- 1.5. We will review and monitor whether ASF provision you provide represents good value for money. We will continually review and monitor whether the education and training you provide is delivering positive and agreed outcomes as detailed and agreed by North East CA within your AY 2025-26 delivery Plan.
- 1.6. North East will also monitor your performance to ensure that the funding you receive is delivering high quality provision for adults within North East CA area and 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. The final decision will rest with North East CA.
- 1.7. Regular performance monitoring meetings will take place throughout the funding agreement period (please refer to North East CA's Performance Management and Payment Rules (PMPR)).

- 1.8. Provision must be delivered in person, or in a combination of in person and online. Whilst a proportion of learners can receive their full training online, this cannot be the case for every learner you engage with across your ASF delivery.
- 1.9. A key focus of learning which is funded through the ASF budget, is that it is planned and supported by a curriculum plan and that it is not reliant on the individual/learner to self-direct their learning experience.
- 1.10. Guided Learning Hours will be monitored and North East CA reserve the right to apply minimum hours to satisfy quality of delivery.
- 1.11. Failure to comply with funding rules could lead to action or intervention. Our policies and guidance about the oversight of providers are set out in PMPR.

2. Who we will fund

- 2.1. North East CA will only fund the provision included in your agreed ASF delivery plan and payment profile. You must make sure that learning is eligible for funding before the resident starts. Find a learning aim contains details of eligible qualifications. Any delivery you undertake over and above that which is included in your North East CA delivery plan and payment profile will not be funded, unless agreed in writing beforehand. Please refer to North East CA's Performance Management and Payment Rules for further detail.
- 2.2. North East CA may make concessions in the funding rules responding to a specific economic event impacting on residents, e.g., significant restructuring of a large employer leading to residents at risk of redundancy. This will be agreed on a case-by-case basis.
- 2.3. You must not actively recruit learners who live and work outside of the North East CA area. North East CA includes County Durham, Gateshead, Newcastle, Northumberland, North Tyneside, South Tyneside and Sunderland.
- 2.4. Providers should not actively engage learners in areas where they do not have a devolved ASF funding award or allocation.

3. Residency

- 3.1. You must check the eligibility of a learner, including where in North East CA they are resident, at the start of each learning aim and only claim funding for ASF for eligible learners. Please refer to the Glossary for definition of 'learner residency' and the devolution [postcode checker data set](#).

4. Age

- 4.1. On the first day of learning a learner must be aged 19 or older on 31 August within the 2025 to 2026 funding year to be North East CA funded.

4.2. The age of the learner on 31 August in the funding year determines whether the learner is funded through the funding methodology (for individuals aged 19 and over), or the 16 to 19-year-olds funding methodology (for individuals aged 16 to 19 and those aged 19 to 24 with an education health and care plan).

4.3. All individuals aged 19 or over on 31 August who are continuing a programme they began aged 16 to 18 ('19+ continuers') will be funded through the [16 to 19-year-olds funding methodology](#).

5. Duration

5.1. Learners will be eligible for ASF for the whole of the learning aim or programme if they are eligible for funding at the start. You must reassess the learner for any further learning they start. All learning must be complete by 31st July 2026.

6. Ineligible Learners

6.1. 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.

6.2. You must not fund a learner who is unable to complete a learning aim or programme of study in the time they have available.

7. Residency eligibility

7.1. From 1st August 2025, individuals will be eligible for ASF funding if they are ordinarily resident in the UK on the first day of learning, and the learning is taking place in England.

7.2. Individuals will be eligible for ASF if the learning is taking place in the North East CA postcode, and they fulfil the residency requirements.

7.3. Unless otherwise stated, individuals must be ordinarily resident in the UK on the first day of learning to meet the residency requirements.

7.4. You must not actively recruit learners who live or work outside of North East CA geography.

7.5. Learners living in residences that do not have an eligible North East CA postcode will not be funded by the North East CA.

7.6. Learners must be funded via the relevant Mayoral Combined Authority (MCA), Greater London Authority (GLA) or DfE, provided they meet the appropriate eligibility criteria.

8. Temporary residence in the UK for educational purposes

- 8.1. People who have been temporarily resident in the UK solely for the purposes of receiving full-time education would not be deemed ordinarily resident in the UK and are therefore not eligible for funding unless they meet one of the other eligibility criteria.

9. Temporary absences from the UK

- 9.1. Learners who are temporarily outside of the UK for reasons such as education, employment or a gap year, but remain settled in the UK, can count this time outside the UK towards their 3 years ordinary residence.
- 9.2. Where learners move outside the UK during their course, you must cease funding them. This applies also to remote and virtual learning – you should only fund learners who meet the residency criteria, and you should expect that they remain in the UK for the duration of their course even if no attendance at a physical location is required. If a learner is temporarily absent from the UK, for example for a family event, for a short period, for example a week or less, then they may continue their distance learning course while overseas. If they will be absent for a longer period then you should not fund them to continue their learning while overseas.
- 9.3. British armed forces, MoD personnel or civil crown servants on postings outside of the UK, or people who are resident in England but work outside England, can be treated as ordinarily resident in the UK. You may continue to fund them despite the above restriction on funding learners outside the UK.

10. Learners who have applied for an extension or variation of their immigration permission.

- 10.1. Any person 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.
- 10.2. Therefore, a person 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.

11. Learners with limited length visas

- 11.1. Providers must not fund learners who would not have enough time on their visa to complete their course and who do not intend to, or would not be eligible to, renew their visa. Where a course continues past a learner's visa expiry date, providers may at their discretion fund that learner only where they have a high degree of certainty that a learner intends to (and will be eligible to) renew their visa.

- 11.2. As the Home Office moves to a fully online system from January 2025, individuals may have an expiry date of no later than December 2024, which may not accurately reflect the actual expiry of their leave to remain. In order to evidence their immigration status, individuals registered on view and prove your immigration status will have a share code which the provider can use to confirm the residency status.
- 11.3. Learners will have an eligible residency status if they meet the conditions laid out in one of the following sections:

12. Asylum seekers

- 12.1. Asylum seekers are eligible to receive funding if they:
- 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
 - are receiving local authority support under [section 23C](#) or [section 23CA of the Children Act 1989](#) or the [Care Act 2014](#)
- 12.2. An individual who has been refused asylum will be eligible if:
- 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
 - they are granted support for themselves under [section 4 of the Immigration and Asylum Act 1999](#), or
 - are receiving local authority support for themselves under [section 23C](#) or [section 23CA of the Children Act 1989](#)

13. No recourse to public funds conditions

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

14. Individuals who are not eligible for funding

- 14.1. You must not claim funding for individuals who do not meet the eligibility criteria set out in the residency eligibility section. Examples of individuals who do not meet the eligibility criteria include the following. Please note this list is not exhaustive:
- those who are here without authority or lawful status
 - those who are resident in the UK on a student visa
 - those who are in the UK on holiday, with or without a visa
 - they are in the UK on a sponsorship visa
 - they are an asylum seeker who has been here less than 6 months and aren't covered by the exemptions in the current rules

15. Learners in the armed forces

- 15.1. British armed forces personnel, Ministry of Defence personnel or civil and crown servants resident in England, who meet the criteria in the eligibility section, are eligible for North East CA funded ASF where learning takes place in England.
- 15.2. Members of other nations' armed forces stationed in England, and their family members, aged 19 and over, are eligible for North East CA funded ASF. We will not fund family members that remain outside of England.

16. Fees and charging

- 16.1. 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.
- 16.2. 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.

17. Qualifying days for funding

- 17.1. 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. The different qualifying periods are shown in table:

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

- 17.2. 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.
- 17.3. If a learner achieves/completes their learning aim in a shorter period than the qualifying period, then we treat them as having qualified.

18. Recognition of prior learning (RPL)

- 18.1. A learner could have prior learning or attainment that has been previously accredited by an awarding organisation or could be formally recognised and count towards achievement of a qualification. If this is the case, you must:
- reduce the funding amount claimed for the qualification aim by the percentage of learning the learner does not need

- follow the policies and procedures set by the awarding organisation regarding recognition of prior learning, including any restrictions concerning where RPL or prior attainment may not be applied
- ensure you have a robust internal RPL policy and appropriate resources to deliver RPL

18.2. We would not expect RPL or prior attainment to be used against the whole qualification, this is exemption rather than RPL.

18.3. You must not use prior learning to reduce funding for:

- English and maths qualifications up to and including level 2 or
- essential digital skills qualifications up to and including level 1

18.4. 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.

18.5. ASF no longer uses prior attainment as an eligibility criterion for the policy entitlements. Learners can be fully funded if they meet the residency eligibility criteria, are aged 19 and over and earn below the earnings threshold.

19. Breaks in learning

19.1. 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.

19.2. We will not fund a learner during a break in learning.

19.3. You must record the date a learner starts a break in learning and the date they restart their learning in the ILR. Further guidance on recording breaks can be found in the [ILR Provider Support Manual](#).

19.4. 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.

19.5. You must not use a break in learning for short-term absences, such as holidays or short-term illness.

20. Data submissions

20.1. All providers must submit an Individual Learner Record (ILR) to the DfE monthly via the Submit Learner Data facility starting at R01 (submitted September 2025) and this must include all ASF activity year-to-date (up to the current R0 i.e. R01 to R03).

- 20.2. As a provider, you must have the capacity and capability for accurate data and evidence collection, management, and reporting and you must be able to comply with both the North East CA and the DfE data submission requirements, including, but not limited to, the Individualised Learner Record (ILR), Earnings Adjustment Statement (EAS), and all associated evidence. Changes within the data must be reported in a timely manner, including the reporting of starts, withdrawals, and achievements.
- 20.3. Providers must ensure that all documentation relating to the enrolment of North East CA residents and the record of learning activity is completed accurately. ILR data submitted for North East CA residents will continue to be submitted to the DfE through the Submit Learner Data facility provided by the DfE. ILR files will be validated at the point of transmission against both definitions and validation rules. If any data fails the validation checks, then the learner record and all associated records for that learner will be rejected.
- 20.4. Rejected records are not loaded into the national ILR database and so do not generate funding; these records are reported on the rule violation report. This will ensure that the data received by the North East CA is accurate and complete as it will be used as the basis for the payments you will receive.
- 20.5. As part of our assurance work, the North East CA will be monitoring the data providers submit to the DfE from the individualised learner record (ILR) and the earnings adjustment statement (EAS). The North East CA will carry out regular desktop reviews of how the national funding system and the North East CA funding rules are being complied with. Allowing us to identify possible errors in the devolved ASF funding claimed for North East CA residents by providers, which might require further investigation.
- 20.6. The North East CA will expect providers to regularly review their software systems and processes to check for data accuracy. For 2025/2026 providers will continue to be able to access the ESFA systems, these are: the Submit Learner Data facility; Individual Learner Record Reports; and the provider data self-assessment toolkit (PDSAT); Funding and Monitoring Reports. These are available here - <https://guidance.submit-learnerdata.service.gov.uk/>

21. Individual Learner Record (ILR)

- 21.1. Providers should refer to the 2025/2026 ILR Specification, validation rules and appendices to assist them with uploading the data correctly and in the format required by the DfE. The DfE will validate this data in line with their validation rules prior to it being forwarded to the North East CA. If the details for the learner do not pass the DfE validation, the data will not be received by the North East CA and will not generate funding.
- 21.2. The North East CA will base all monitoring and analysis on aims coded with a Source of Funding code of 120. This applies to both formulae and non-formulae funded provision. For general ASF activity delivered by Grant providers Source of Funding code 120 must be used for North East CA residents.

- 21.3. The funding for a learner for some aspects may not be generated completely within the ILR but also through the EAS return. The provider may be required to submit the learner data in the ILR, with an appropriate DAM code(s) and/or specific North East CA learning aims, as well as populating the EAS claim according to the funding generated by that individual learner which can't be claimed via the ILR.
- 21.4. Data recorded on the ILR return will continue to be used to calculate funding earned by providers and will enable the North East CA, as part of its risk-based performance management arrangements, to compare actual volumes and earnings against the delivery plan/EAS agreed as part of providers Contract/Grant agreement. The data gathered through the ILR will enable the DfE to generate occupancy reports for both providers and the North East CA. These will confirm that the learning aim is valid, run the funding calculation and confirm the actual funding earned. It will also be used to monitor progress against payment profiles.

22. What we will not fund

- 22.1. Qualifications, units or learning aims that are not listed on [find a learning aim](#) or on the [DfE list of qualifications approved for funding](#)
- 22.2. Provision to learners in custody – the Ministry of Justice funds prison education in England. Please note you can use your North East CA funded ASF to fund individuals released on temporary licence.
- 22.3. End-point assessment outside of apprenticeship standards, which is subject to Ofqual external quality assurance and regulated as a qualification.
- 22.4. Any part of any learner's learning aim or programme that duplicates provision they have received from any other source.
- 22.5. Training through North East CA funded ASF, where a learner is undertaking an apprenticeship and where that training will:
- 22.6. Replicate vocational and other learning aims covered by the apprenticeship standard or framework, including English and maths.
- 22.7. Offer career-related training that conflicts with the apprenticeship aims.
- 22.8. 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.
- 22.9. Repeat the same regulated qualification where the learner has previously achieved it unless it is for any GCSE where the learner has not achieved grade 4 (C) or higher.
- 22.10. A learner to sit or resit a learning aim assessment or examination where no extra learning takes place.

23. Evidence

- 23.1. You must hold evidence to assure us that you are using North East CA funded ASF appropriately. Most evidence will occur from your normal business process. You must make sure enrolments for North East CA funded ASF support your decision to claim funding and support the individual's case for consideration as ordinarily resident in England, or any exceptions set out in the Residency eligibility section.
- 23.2. 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.
- 23.3. Annex E contains the details on the evidence required.

24. Outcome Collection

- 24.1. As part of our commitment to monitoring and enhancing learner progression, The North East CA requires the submission of a report detailing learner outcomes. The report must be fully complete at R06 and R12. The report template will be stored in your document folder on Teams for easy access and reference.
- 24.2. In addition, we expect you to track progression data for three months after the learning has ended to assess sustained outcomes.
- 24.3. For AY25/26, you will be required to submit at least one case study per quarter that showcases your current delivery. A template will be available for you to complete. Please ensure that the correct permissions are obtained from the learner to share the case study.

Section 2 – North East Combined Authority funded ASF

1. Legal Entitlements

- 1.2. North East CA funded ASF includes support for 4 legal entitlements to full funding for eligible adult learners.
- 1.3. A learner can only be fully funded for one vocational qualification from the entitlement qualifications list when exercising their legal entitlement. Appropriate information, advice and guidance should be given to a learner and the learner should be made aware of their entitlement rights and progression routes on completing an entitlement qualification.
- 1.4. 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 achieved a GCSE grade A* - C or grade 4 or higher, and/or have been assessed as having an existing skill level lower than a grade 4 (even if they have previously achieved a GCSE or equivalent qualification in English or maths)
 - 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
 - Essential Digital Skills qualifications (EDSQs) OR Digital Functional Skills qualifications (FSQs), up to and including level 1, for individuals aged 19 and over, who have digital skills assessed at below level 1
- 1.5. Learners who meet the residency eligibility criteria in Section 1 and are below the earnings threshold criteria will also be fully funded for qualifications within policy entitlements that include:
- Free course for jobs
 - Level 2 local flexibility
 - Tailored learning
 - HGV
 - 19 to 24 work placements
 - SWAP
 - The Kings Trust
 - ESOL

2. Learning for Level 2 and below (including the full level 2 entitlement)

- 2.1. We will fully fund learners who are aged 19 to 23 and have not previously achieved a full level 2 if they choose a qualification from the level 2 legal entitlement list. You must not charge them any course fees.

- 2.2. Any other learners aged 19 and over wishing to undertake a qualification at level 2 or below (either from the legal entitlement list or local flexibility offer) will be fully funded if they meet the definition of being below the earnings threshold or unemployed. If they do not meet the definition of being below the earnings threshold or unemployed they will be co-funded.
- 2.3. For funding year 2025 to 2026, providers can find the qualifications we have approved in the [DfE list of qualifications approved for funding](#).

3. Learning at Level 3 legal entitlement and the level 3 free courses for jobs

- 3.1. Learners aged 19 to 23 who have not previously achieved a full level 3 qualification must be fully funded, regardless of the earnings threshold or employment status, if they choose a qualification from the level 3 legal entitlement or FCFJ list. You must not charge them any course fees.
- 3.2. Learners aged 19 to 23, are now funded through your FCFJ funding lines and will include the relevant uplift.
- 3.3. For funding year 2025 to 2026, providers can find the qualifications we have approved in the [DfE list of qualifications approved for funding](#).
- 3.4. Learners who meet the residency eligibility, have exhausted their first level 3 legal entitlement and do not meet the definition of being below the earnings threshold or employment status have the option of funding through an [advanced learner loan](#).

4. Level 3 free courses for jobs offer

- 4.1. Free courses for jobs (FCFJ) is a targeted level 3 offer to support adults who meet the definition of being below the earnings threshold. The offer includes:
- 4.2. 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, eligible adults can now access fully-funded level 3 provision from the list of level 3 FCFJ qualifications available via the [DfE list of qualifications approved for funding](#)
- 4.3. An uplift is payable at 2 different rates and follows the earnings methodology set out in the funding rates and formula document. This uplift should be used to support delivery of the level 3 FCFJ offer.
- 4.4. All learners, irrespective of age or when they started their learning, are now funded through your FCFJ funding line and will include the relevant uplift.
- 4.5. Only level 3 qualifications included in this 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.

- 4.6. We will fully fund learners who meet the residency eligibility as part of this offer where they:
- are aged 19 or above on 31 August within funding year 2025 to 2026, enrol on the level 3 FCFJ qualifications approved for funding and meet the eligibility of being below the earnings threshold or unemployed
 - are aged 19 to 23 on 31 August within funding year 2025 to 2026, enrol on the level 3 FCFJ qualification approved for funding, have not achieved a full level 3 and earn above the earnings threshold criteria
- 4.7. You must not claim for North East CA funded ASF funding where learners are already being funded through an advanced learner loan (ALL), or a skills bootcamp (where applicable), for qualifications that are in the FCFJ offer. The criteria for ALL can be found in the [ALL funding rules](#).
- 4.8. You must:
- use LDM code 378 and FFI code 1 to claim for funding for 19 to 23 year olds learners, who have not achieved a full level 3 and earn above the earnings threshold
 - use LDM code 378, FFI code 1, and LDM code 391 when recording learners who meet the earnings threshold criteria or are unemployed, or are 19 to 23 years old and have not achieved a full level 3
 - record the employment status of learners accessing the offer in the ILR
- 4.9. To determine qualifications that are eligible for FCFJ funding you must use learning aims that are marked with FCFJ Adult Skills validity category.
- 4.10. The FCFJ learning aims continue to be marked with the category codes listed below
- category code 45: National Skills Fund Level 3 Free Courses for Jobs rate 1
 - category code 46: National Skills Fund Level 3 Free Courses for Jobs rate 2
 - for short courses, you must also use category code 49: National Skills Fund Level 3 Free Courses for Jobs – short qualification
 - category code 56: are only eligible for funding if approved by NECA.

5. English and maths

- 5.1. North East CA will fully fund eligible learners for the following qualifications:
- GCSE English and/or maths
 - Functional Skills English and/or maths from Entry to level 2
 - Stepping stone qualifications (including components, where applicable) in English and/or maths approved by DfE
- 5.2. To be eligible for the legal entitlement the individual must meet the residency eligibility in Section 1, and:

- be aged 19 or over, and
- not previously attained a GCSE in English or maths at grade 4 or above (or a qualification which is at a comparable or higher level) or have been assessed as having an existing skill level lower than grade 4 (even if they have previously achieved a GCSE or equivalent qualification in English and maths), as part of their legal entitlement
- If a learner wants to retake 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.

5.3. You must not fund an apprentice for English and/or maths from North East CA funded ASF.

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

6. ESOL

6.1. ESOL qualifications are part of the ASF learning at level 2 and below, please refer to this section for eligibility criteria.

6.2. As a result of growing demand for ESOL provision and limited places in some areas, we are seeking support from providers. We are asking providers to encourage learners to access and utilise North East CA funded ESOL provision as near to their postcode area as possible, rather than travelling out of area to attend ESOL provision. We recognise there may be instances where this is not possible, or local provision is not suitable. However, to maximise places available and ensure a balance of ESOL provision is available across the region we would appreciate your support.

6.3. The total amount allocated to ESOL delivery for the academic year 2025/26 must not exceed the forecasted outturn for the academic year 2024/25. The North East CA reserves the right to adjust the amount at any time.

6.4. Providers are encouraged to implement innovative solutions to address the growing demand for ESOL services. Additionally, there should be a focus on employment for those nearer to the labour market.

6.5. Continuous monitoring and assessment of ESOL programmes will be carried out to verify the effectiveness of these innovative solutions and ensure they achieve the desired outcomes.

7. Digital Skills

North East will fully fund eligible learners, including those who are employed, for the following qualifications:

- Essential Digital Skills Qualification (EDSQ) up to and including level 1
- Digital Functional Skills Qualifications (DFSQ) up to and including level 1

To be eligible for the legal entitlement the individual must meet the residency eligibility in Section 1, and be:

- aged 19 or over, and
- assessed as having digital skills levels below level 1

8. General funding principles for English, maths and digital entitlement

- 8.1. We will fully fund non-regulated English, maths and digital for learners, including those learners 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 the entitlements above through your tailored learning allocation.
- 8.2. You must 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 or:
 - the national standards for essential digital skills or DfE published digital Functional Skills subject content
 - 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
 - enrol the learner on a level above that at which they are assessed and/or of which they have prior attainment, and be able to provide evidence of this
 - deliver ongoing assessment to support learning
 - record the evidence of all assessment outcomes in the evidence pack
- 8.3. The assessments must place a learner's current skills levels within the level descriptors used for the RQF.

9. Government contribution charts

9.1. Charts 1 and 2 show the level of government contribution for North East CA funded ASF.

Chart 1: 19 to 23-year-olds

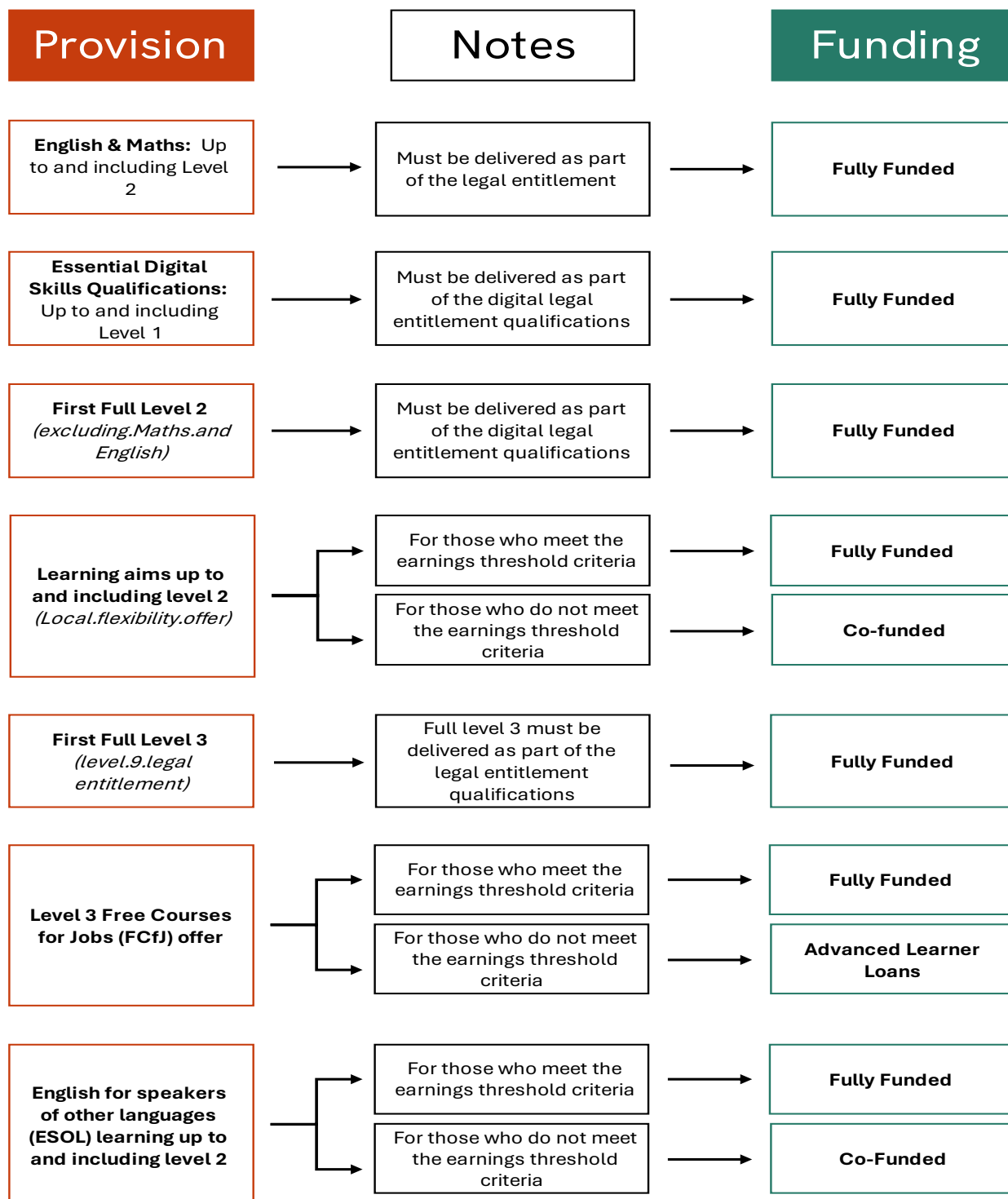
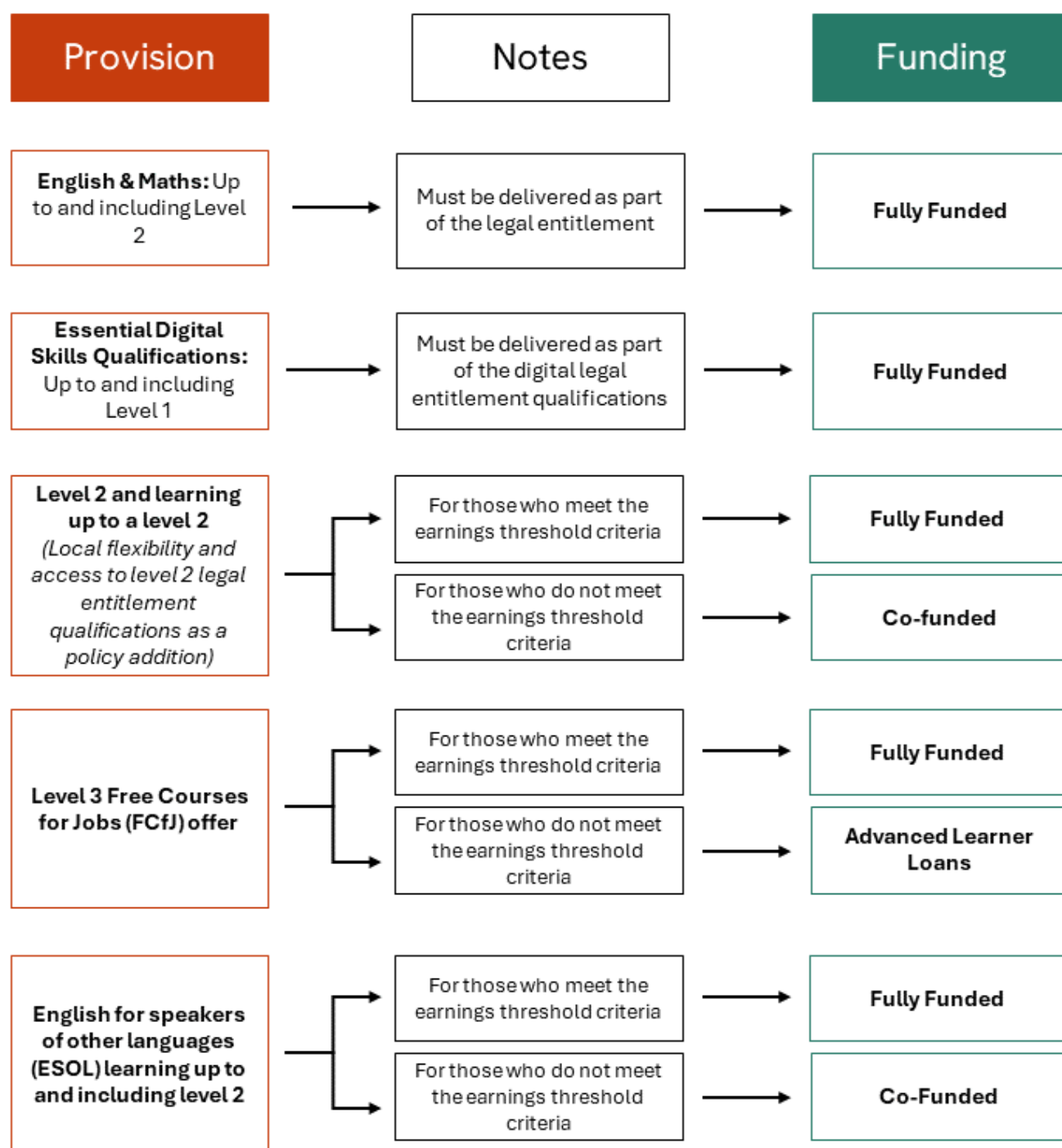


Chart 2: 24+



10. Unemployed

- 10.1. We will update the Universal Credit thresholds to align to any revisions made by the Department for Work and Pensions (DWP).
- 10.2. For funding purposes, we define a learner as unemployed if one or more of the following apply, they:
- receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only
 - receive Employment and Support Allowance (ESA)
 - receive UC, and their take-home pay as recorded on their UC statement (disregarding UC payments and other benefits) is less than £952 a month (learner is sole adult in their benefit claim) or £1534 a month (learner has a joint benefit claim with their partner)
 - are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice
- 10.3. Providers may also use their discretion to fully fund other learners if either of the following apply. The learner:
- receives other state benefits (not included in the list above) and their take-home pay (disregarding UC payments and other benefits) is less than £952 a month (learner is sole adult in their benefit claim) or £1534 a month (learner has a joint benefit claim with their partner)
 - not receiving any benefits, wants to be employed, and you are satisfied identified learning is directly relevant to their employment prospects and the local labour market needs. In order to claim full funding for learners who are unemployed and not in receipt of benefits, you must indicate that they earn below the earnings threshold by using LDM code 391 and FFI code 1.

If the learner is unemployed and is claiming benefits you must complete the [Benefit Status Indicator \(BSI\)](#) to identify the learner is in receipt of Jobseeker's Allowance (BSI 1) Universal Credit (BSI 4), or Employment and Support Allowance (all categories) (BSI 5).

11. Earnings threshold

- 11.1. North East CA will fully fund learners who are unemployed, employed, or self-employed, up to and including level 2 and the level 3 offers, if they earn below £30,000 annual gross salary.

- 11.2. You must have seen evidence of the learner's gross annual wages in these circumstances. This could be a wage slip or a UC 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.
- 11.3. To claim full funding for learners who earn below the earnings threshold, you must use LDM code 391 and FFI code 1.

12. Heavy goods vehicle (HGV) driver training

- 12.1. HGV driver training flexibilities have been developed to support an increase in HGV driver training.
- 12.2. The 2025 to 2026 offer:
- includes level 2 qualifications which will prepare learners for HGV licence acquisition of all vehicles up to category C and E (articulated)
 - includes any new additional qualifications that are approved for training in this sector throughout the 2025 to 2026 academic year
 - allows all eligible learners, fully funded and co-funded, to be reimbursed for the cost of HGV licences and medical
- 12.3. Learners must be eligible under the criteria for North East CA funded ASF eligibility and enrolled on one of the targeted approved for funding level 2 qualifications listed in [find a learning aim](#).
- 12.4. For learners, we will fund the first attempt only for:
- the HGV licence as part of a programme of training and
 - the medical, at a cost of £61 per learner and/or
 - a licence to upgrade from category C to category C+E
- 12.5. You must use learning aims that are marked with:
- category code 50: HGV Emergency Response, to identify an approved qualification, and
 - category code 51: HGV Medical for the additional learning aim to represent the HGV medical and
 - category code 52: HGV Licence, for the additional learning aim(s) to represent parts of the Driver Certificate of Professional Competence (CPC) tests required to attain the licence, when learners undertake these elements
 - record an outcome of "Achieved" in the ILR where you have a recorded learning aims for the HGV licence and medical aim, to generate reimbursement funding for these activities
 - have criteria for how you will administer and distribute your funds

- retain evidence in the learner file confirming that you have verified the medical test and licence documentation, and evidence from your accounts of the payment made to the learner and learner's receipt of the funds

13. Work placement funding

- 13.1. We will fully fund individuals for a work placement who meet the criteria:
- are aged 19 to 24 on 31 August within the 2025 to 2026 funding year; and
 - enrol on one or more learning aims from the ASF core offer, or a vocational qualification listed on find a learning aim, alongside a work placement learning aim
- 13.2. A learner's work placement must take place with an employer and allow the learner to develop new workplace knowledge, skills and behaviours. In total, the work placement element must be at least 70 hours and a maximum of 240 hours, and it must not be virtual or be simulated learning in an artificial environment.
- 13.3. A learner can have separate work placements in different organisations. These must last at least 2 weeks with each employer, and at least 70 hours in total with each placement supporting progression linked to their learning plan.
- 13.4. For learners on Jobseeker's Allowance or Universal Credit, work placements can be between 70 to 240 hours.
- 13.5. A learner who is undertaking work experience as part of a SWAP funded through DWP must not be funded through the 19 to 24 work placement.
- 13.6. For eligible learners aged 19 to 24 the work placement will be funded through the NECA funded ASF funding methodology, with further information available in the ASF funding rates and formula guidance for 2025 to 2026.
- 13.7. Providers must use learning aims that are marked with adult skills fund – work placement
- 13.8. The employer must offer at the end of each work placement (which you must evidence) either:
- a formal interview for a job or apprenticeship vacancy, plus feedback, or
 - an exit interview, written feedback and evidence of the learner's time and activities during the work placement

14. Employer contributions

- 14.1. Employer contributions are mandatory where the training is directly related to the employee's current role. This includes:
- Mandatory training required for legal, regulatory, or operational compliance
 - Role-specific skills development necessary for the employee to perform their duties effectively

- 14.2. Where training is funded on behalf of an employer for the purpose of training employees:
- The employer must contribute 50% of the total training cost per learner, regardless of the learner's income level (including those earning £30,000 or under)
 - The North East Combined Authority (NECA) will only fund up to 50% of the cost per learner
 - This ensures a shared investment model between public funds and employers
- 14.3. Employers are required to provide documentation confirming their financial contribution towards the training.
- 14.4. Training providers must report both the employer contributions, and the outcomes achieved by learners. Failure to comply with these requirements may result in the withdrawal of funding.
- 14.5. Where funding is used to support in-work progression, such as wage increases or promotions, this will not require an employer contribution and will instead follow the standard earnings eligibility thresholds.

15. **SWAP**

- 15.1. Please note: SWAP provision forms part of ASF funding allocations and is not additional to providers ASF funding allocations in AY 2025-26.
- 15.2. The [Sector-based work academy programme \(SWAP\)](#) is designed to help Job Centre Plus claimants build confidence to improve their job prospects and enhance their CV, whilst helping employers in sectors with current local vacancies to fill them. SWAP can last up to 6 weeks and has 3 main components:
- pre-employment training
 - work experience placement
 - a guaranteed job interview – linked to the employer vacancy, if agencies are used, evidence must be supplied by the employer that a job offer has been given.
- 15.3. The scheme runs in England and Scotland. Participants remain on benefits throughout their placement.
- 15.4. Only the pre-employment training element in England can be funded through ASF local flexibility, and normally lasts 2 to 3 weeks. Jobcentre Plus fund the other components and will pay any travel and childcare costs whilst claimants are on the work experience placement.
- 15.5. If pre-employment training leads to a qualification, you must offer the qualification from an Ofqual-regulated awarding organisation.

- 15.6. You must plan to deliver both the pre-employment training and a work experience placement aligned to a guaranteed job interview with a named employer. North East will not approve funding unless a work experience aim is used in the data and evidence can be provided of the work experience taking place in a real working environment.
- 15.7. FE providers are part of the SWAP local design process and are informed when to expect referrals and how many.
- You must keep a copy of the claimant's SWAP referral notification issued by Jobcentre Plus in the evidence pack setting out start date and times for their North East CA funded ASF funded pre-employment training.
- 15.8. To claim full funding for claimants referred to SWAP pre-employment training you must use LDM code 375 and complete the [Benefit Status Indicator \(BSI\)](#) to identify the claimant is in receipt of Jobseeker's Allowance (BSI 1), Universal Credit (BSI 4), or Employment and Support Allowance (all categories) (BSI 5).

16. King's Trust Team Programme

- 16.1. The [King's Trust](#) Team Programme (formerly known as The Prince's Trust) 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.
- 16.2. To deliver the team programme, you must get approval from the [Kings Trust](#).
- 16.3. For eligible learners aged 19 to 25, we fund the team programme through the North East CA funded funding methodology. Please also refer to the Kings Trust section in the funding rates and formula guidance. For eligible learners aged 16 to 19, the team programme is funded through the North East CA's 16 to 19 funding methodology, with further information available in the rates and formula document.
- 16.4. The King's Trust must be claimed through EAS and submitted on a monthly basis. You must submit the relevant form to your RCM prior to the return. If the form is not submitted, your claim may be rejected. Please refer to the EAS guidance for further information.

17. Learners with learning difficulties and/or disabilities

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

- 17.2. We have the responsibility for securing the provision of reasonable facilities for education and training suitable to the requirements of persons who are 19 and over, set out in the [who we fund](#) section. 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.
- 17.3. The 16 to 19 funding methodology will apply to learners aged 19 to 24, who have an EHC plan and require provision and support costs.

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

- 18.1. To access provision and support costs you must inform North East CA before the start of the AY 2025 to 2026 funding year where a learner:
- 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
 - 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
- 18.2. The learner must:
- have an EHC plan that confirms their needs could only be met by the training organisation they are, or were, attending
 - continue to make progress on the programme of learning as set out in their EHC plan
- 18.3. If a learner has an EHC plan, you must report this in the 'Learner funding and monitoring' fields in the ILR.
- 18.4. 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.

19. Tailored learning (Grant funding agreements only)

- 19.1. The primary purpose of tailored learning is to support learners into employment and to progress to further learning, in line with the overall purpose of the ASF.
- 19.2. We would expect you to encourage and support all learners to progress on to new or more stretching provision to help them into more formal learning or employment. **We do not expect to see multiple enrolments** on similar level courses, or a repeat of similar learning aims where this does not benefit the learner's development.
- 19.3. The North East CA will monitor outcomes and impact in relation to Tailored Learning provision. Grant providers with funding agreements for Tailored Learning will be required to provide evidence of impact which will be agreed with their designated Relationship & Contract Manager.

19.4. To deliver tailored learning, you must:

- Follow the North East CA funded ASF Tailored Learning methodology, including submitting all associated costs using the cost sheet located in your delivery plan.
- Submit ILR data under funding model 11.
- Complete a full return at R06 and R14, detailing all learning, costs and associated learners.

19.5. You must **not** use tailored learning funding for learning that is:

- eligible for funding through an advanced learner loan
- primarily or solely for leisure purposes. We define learning for leisure purposes as learning where the primary or sole intent of the learning is for leisure

19.6. Tailored learning funding will be reconciled against the tailored learning allocation line at R06 and R14. You must repay funding that has not been used for Tailored Learning or where its use cannot be evidenced.

19.7. You must include the use of your tailored learning funding to cover learning and learner support costs up to the value of your tailored learning allocation. If you do, you must:

- plan your support costs within your delivery plan, this will be monitored at R06 and R14
- record these costs in the learner's evidence pack and maintain evidence that support the costs for audit purposes

19.8. We will monitor tailored learning provision through the ILR and data submissions.

19.9. At R06 and R14 you will be required to submit a full breakdown of all tailored learning, this must be based on your delivery plan and will be used to ensure it represents value for money.

19.10. You have the flexibility to use your tailored learning funding in line with the ASF formula funded methodology (funding model 38), to meet local demand. This flexibility works one way, you cannot use your ASF formula funded allocation to fund additional tailored learning and we will not fund above value stated in your contract.

19.11. You can use this amount of tailored learning funding to deliver regulated provision to meet local demand. If you do deliver regulated learning, you must enrol learners following North East CA funded ASF eligibility requirements set out in the government contribution Chart 1 and Chart 2.

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

- a parent, carer or guardian attending provision delivered through family learning
- funded through tailored learning using funding model 11 in the funding model field (refer to ILR guidance for more information)

- 19.13. Tailored learning courses are delivered and reported on the ILR under the following purpose types, please refer to the 2025 to 2026 ILR specification for further details:
- Engaging and/or building confidence
 - Preparation for further learning
 - Preparation for employment
 - Improving essential skills (English, ESOL, maths, digital)
 - Equipping parents/carers to support children's learning
 - Health and well-being
 - Developing stronger communities
- 19.14. The eligibility principles we apply to tailored learning provision are as follows:
- it must not be provision linked to UK visa requirements
 - it must not be provision linked to occupational regulation unless there is an agreed concession in place
 - it must not be learning, for example, 'induction to college', that should be part of a learner's experience
 - it must not be used primarily or solely for 'leisure' purposes
 - it must not be a non-regulated version of a regulated qualification. That includes regulated qualifications that are not currently approved for funding
 - it must not be above notional level 3
- 19.15. Where you are delivering tailored learning, you must ensure you have appropriate and robust quality assurance processes in place.
- 19.16. Providers must have a fair and transparent fees policy in place. Providers are asked to collect fee income from people who can afford to pay and use where possible to extend provision to those who cannot. Your fees policy must be available on your website and, where appropriate, in the venues where you deliver tailored learning.
- 19.17. New Learning Delivery Monitoring (LDM) codes for cost contributions to Tailored Learning will replace the full/co-funding indicators from 25/26 and will be mandatory from 1st August 2025.
- 19.18. LDM code 399 (no external contribution to cost) should be used where the Tailored Learning is fully-funded with no external contributions made to the cost of the course.
- 19.19. LDM code 400 (Employer contributed to cost) should be used where a contribution to the cost of the provision is made by the employer.
- 19.20. LDM code 401 (Learner contributed to cost) should be used where a contribution has been made by the learner.

20. Non-regulated formula funded and NECA bespoke learning

- 20.1. Most existing non-regulated formula funded codes used in AY 24/25 will be rolled over for one year only and no new codes can be requested or used.
- 20.2. If we fund your organisation through a contract for services, you will have access to deliver non-regulated provision. Your delivery plan containing non-regulated provision must be approved by your Relationship and Contract Manager.
- 20.3. North East CA will reserve the right to assess requests for bespoke non-regulated provision and will hold the discretion to approve the use of these.

21. Support

- 21.1. The North East CA funded ASF's overarching 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 North East CA funded ASF allocation enables you to claim learning support and/or learner support funding to meet the additional needs of learners.
- 21.2. Support for learners undertaking Tailored Learning is funded from within the Tailored Learning allocation.

22. Learning support

- 22.1. 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.
- 22.2. Learning support must not be used to deal with everyday difficulties that are not directly associated with a learner's learning on their programme.
- 22.3. You must:
 - carry out and document a thorough assessment to identify the learner's learning difficulty and/or disability
 - agree and record the assessment and outcome of your assessment in the evidence pack
 - record details of the reasonable adjustments required and how support will be planned and delivered
 - record and retain the appropriate evidence to demonstrate that the planned support has been delivered
 - confirm the continuing necessity and appropriateness of these reasonable adjustments on a monthly basis
 - 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. This does not apply to any non-formula tailored learning

- learning support funding can only be claimed for each month in which reasonable adjustments are provided to the learner and where evidence of costs can be provided. For months in which no reasonable adjustments are necessary, or no costs have been incurred, a claim for learning support funding must not be made

- 22.4. All learning support claims must be reported in the ILR. To claim any costs that exceed the fixed monthly rate, up to £19,000 you must also use the Earnings Adjustment Statement (EAS). Claims must be submitted monthly. For any costs over £19,000 please see the next section for exceptional learning support.
- 22.5. You must keep evidence of these additional costs in the evidence pack. You must only record the excess amount on the EAS, not the whole learning support cost. Unless a learning aim is delivered in less than one calendar month, in this case you may claim the entire cost through EAS.
- 22.6. Procured Contract for Service providers can utilise up to 5% of their funding allocation for learning support.

23. Excess learning support

- 23.1. Formula funded learning support of £150 a month is generated via the ILR. Where there are claims for excess learning support that are above £500, you must upload the excess cost form to your Teams folder, and this must be approved by your Relationship and Contract Manager.

24. Exceptional learning support claims above £19,000

- 24.1. 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) but only for the amount above £19,000. The amount up to £19,000 should be claimed through the monthly rate and any excess funding through the EAS. 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.
- 24.2. 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 form to your North East CA Relationship and Contract Manager for approval.
- 24.3. 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.

- 24.4. 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.

25. Learner support (Grant Funding Agreements only)

- 25.1. Learner support is available to providers with an ASF Grant Funding Agreements to provide financial support for learners 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:
- Hardship funding – general financial support for financially disadvantaged learners to support participation learning
 - 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
 - ICT devices and connectivity – to support disadvantaged learners who cannot undertake online delivery
- 25.2. You must not claim more than 5% of your total learner support 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. You must follow these rules and claim learner support using the appropriate method as set out below.

You must:

- 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
- assess and record the learner's needs, demonstrating the need for support – you must record this information and retain in the evidence pack
- report the appropriate Learner Support Reason codes in the 'Learner Funding and Monitoring' fields in the ILR. This does not apply to non-formula tailored learning
- claim on a monthly\regular basis using the EAS
- consider the availability of other support for learners, for example from Jobcentre Plus
- 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
- use either ASF or loans bursary to support specific provision funded by either ASF or ALL where a learner is on 2 courses at the same time
- You must not use learner support funds for any of the following:
- essential equipment or facilities if the learner is eligible for full funding with the exception of the items covered in the first clause of the hardship section and the flexibilities in ICT devices and connectivity section
- a learner in custody or released on temporary licence

- a learner carrying out a higher education course or learning aims fully funded from other sources
- to pay attendance allowances or achievement and attendance bonuses

26. Hardship

- 26.1. You can use hardship funds for the following:
- course-related costs, including course trips, books and equipment (where costs are not included in the funding rate)
 - 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
 - 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)
 - examination fees
 - accreditation fees, professional membership fees and any fees or charges due to external bodies
 - your registration fees
 - to support continuing traineeship learners, including the work placement element
- 26.2. 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. If an asylum seeker is eligible for provision, you may provide learner support in the form of course-related books, equipment, cash payments or a travel pass.

27. 20+ Childcare

- 27.1. You can only use childcare funding to pay for childcare with a childminder, provider or childminder agency, registered with Ofsted.
- 27.2. You must not use childcare funding to:
- fund informal childcare, such as that provided by a relative
 - set up childcare places or to make a financial contribution to the costs of a crèche
- 27.3. You must not use childcare for those aged 20 years or older to top up childcare payments for those receiving 'Care to Learn' payments.

28. Residential access funding

- 28.1. You can use residential access funding to support ASF learners who meet eligibility criteria in the who we fund section, 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.

- 28.2. You must ensure you evidence the costs that make up your claim represent value for money for the local area.

29. North East CA Funding flexibilities

- 29.1. North East CA will support the following funding flexibilities in AY 2025 – 2026:
- 29.2. Fully fund English and maths qualifications for unemployed residents who are assessed as functioning at Level 1 or below, regardless, or prior attainment in these subjects.
- 29.3. Fully fund a non-accredited digital learning aim providers can utilise to deliver ‘essential digital skills’ for residents.
- 29.4. Fully fund accredited English ESOL qualifications for eligible asylum seekers.
- 29.5. More detail on the funding rules and how to record these flexibilities in the ILR is available in Annex F.

30. Job outcome payments

- 30.1. 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:
- 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 4 consecutive weeks
 - where the learner was claiming benefits relating to unemployment, they must also declare that they have stopped claiming these
 - North East CA are keen to ensure inclusive growth, providing access to work experience and job outcomes for unemployed and economically inactive residents. Subcontracting

Section 3 - Subcontracting

1. Subcontracting overview

- 1.1. Your governing body or board of directors (or equivalent) and your accounting officer (senior responsible person) must be satisfied that all your delivery subcontracting meets your strategic aims and enhances the quality of your learner offer. You must set out the reasons for subcontracting in your published supply chain fees and charges policy to reflect your strategic aims. You must be able to evidence this through means such as minutes of meetings and written sign-off.

- 1.2. Your subcontractor(s) do not need to register with North East CA; however, we expect full due diligence checks to be undertaken by you and all subcontracted provision to be declared to North East CA for agreement, prior to the commencement of any delivery by the Subcontractor.
- 1.3. Subcontracts of all values will be declared and published once agreed by North East CA. If your organisation does not apply a rigorous subcontracting due diligence process, we will review your funding arrangements and may limit your ability to subcontract provision.
- 1.1. You must not subcontract to meet short-term funding objectives. Requests for addition of subcontractors purely due to underperformance against your allocation/contract will not be supported.
- 1.2. You must only use delivery subcontractors:
- if you have the knowledge, skills and experience within your organisation to successfully procure, contract with and manage those subcontractors and can evidence this with the CVs of relevant staff;
 - who your governing body/board of directors (or equivalent) and your accounting officer (senior responsible person) determine as being of high quality and low risk and provide written confirmation evidence;
 - if you have robust procedures to ensure subcontracting does not lead to the inadvertent funding of extremist organisations;
 - you are responsible for all the actions of your delivery subcontractors connected to, or arising out of, the delivery of the services which you subcontract.
- 1.3. All subcontracted Providers must have a valid UKPRN number.
- 1.1. The Management fee must be included in overall costs and must be from your allocation, you cannot top slice funding. Any additional cost submitted will not be paid. The maximum management fee is 20%.

2. Selection and procurement

- 2.1. You must get our written approval before awarding a subcontract to a delivery subcontractor and keep evidence of this. We may place restrictions on your future use of ASF delivery subcontractors if approval is not sought and agreed prior to delivery taking place.
- 2.2. When appointing delivery subcontractors, you must avoid conflicts of interest and you must write to us 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.
- 2.3. You must carry out your own due diligence checks when appointing delivery Subcontractors and have both the process and the results available for inspection by us.

- 2.4. You must ensure 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.
- 2.5. 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.
- 2.6. Terms that you must include in contracts with delivery subcontractors. You must make sure your delivery subcontractors:
- meet the requirements set out in these funding rules
 - provide you with ILR data so your data returns to us accurately reflect your subcontractor's delivery information
 - give us, and any other person nominated by us, access to their premises and all documents relating to North East CA ASF funded provision
 - always have suitably qualified staff available to provide the education and training we fund through the ASF
 - co-operate with you to make sure there is continuity of learning if the subcontract ends for any reason
 - tell you if evidence of any irregular financial or delivery activity arise.

3. Monitoring

- 3.1. You must manage and monitor all of your delivery subcontractors to ensure that high-quality delivery is taking place that meets our funding rules.
- 3.2. 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.
- 3.3. The findings of your assurance checks must be consistent with your expectations and the delivery subcontractor's records.
- 3.4. You must also tell us the actual level of funding paid and retained for each of your delivery subcontractors in AY 2025-2026. You must supply this information as part of your delivery plan and payment profile. We may publish the information on North East CA website at our discretion.

4. Second-level subcontracting

- 4.1. You must not agree the use of any delivery subcontractor where this would require you to subcontract education and training to a second level. All of your delivery subcontractors must be contracted directly by you.

5. Subcontracting and consortia

- 5.1. As part of agreeing your North East CA Delivery Plan and in advance of your Contract/Grant start date, you will have provided information on the use of subcontractors through a subcontractor declaration.
- 5.2. We understand that business changes and that there may be cases where you want to take on new delivery partners in year and we would expect to see a clear rationale for this decision. We would want to understand particularly how this provision would enhance the offer to residents and see alignment to North East CA priorities.
- 5.3. Any proposals to use new subcontractors need to be approved by North East CA through a business case prior to any new starts with the subcontractor.

Annex A: Eligibility for funding

This annex sets out the countries falling within the below categories as referenced in the residency eligibility.

British Overseas Territories

- Anguilla
- Bermuda
- British Antarctic Territory
- British Indian Ocean Territory
- British Virgin Islands
- Cayman Islands
- Falkland Islands
- Gibraltar
- Montserrat
- Pitcairn, Henderson Island, Ducie and Oeno Islands
- South Georgia and the South Sandwich Isles
- St Helena and its dependencies (Ascension and Tristan da Cunha)
- Turks and Caicos Islands

EEA

The EEA comprises of the following countries:

- All Member States of the European Union
- You can access a list of member states on the [EU website](#).
- With respect to EEA nationality, note that any Cypriot national living on any part of the island qualifies for EU residency and is considered an EU national.
- Iceland
- Lichtenstein
- Norway

The table below lists territories that are categorised as being within the EU and or territories that are categorised as being part of the listed countries such that they satisfy our residency requirements for the purposes of the ASF funding rules.

Denmark	The following is part of Denmark: Greenland Faroe Islands
Finland	The following is part of Finland and the EU: Aland islands
France	The following is part of France and the EU: the French Overseas Department (DOMS) (Guadeloupe, Martinique, French Guiana (Guyana), Reunion and Saint-Pierre et Miquelon) The following is part of France:

	New Caledonia and its dependencies French Polynesia Saint Barthélemy
Germany	The following is part of Germany and the EU: Tax-free port of Heligoland
Netherlands	The following is part of the Netherlands: Antilles (Bonaire, Curacao, Saba, St Eustatius and St Maarten) Aruba
Portugal	The following is part of Portugal and the EU: Madeira The Azores
Spain	The following is part of Spain and the EU: the Balearic Islands the Canary Islands Ceuta Melilla

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

Annex B: Qualifications

Full Level 2 Qualification

Full level 2 is the level of attainment which, is demonstrated by:

- a GCSE in 5 subjects, each at grade 4 (C) or above, or
- a Technical Certificate at level 2 which meets the requirements for the 16 to 19 performance tables

Please refer to the [qualification downloads - list of qualifications approved for funding](#) on GOV.UK.

Full level 3 Qualification

Full level 3 is the level of attainment which is demonstrated by a:

- General Certificate of Education at the advanced level in 2 subjects
- General Certificate of Education at the AS level in 4 subjects
- QAA Access to Higher Education (HE) Diploma at level 3
- Technical, or applied general qualification at level 3, which meets the requirements for the 16 to 19 performance tables
- Core maths at level 3

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

Where you deliver regulated qualifications and/or their components, you must ensure they are [approved for North East CA funded ASF](#) and available on [find a learning aim](#).

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.

We will fund qualifications that are linked to occupational regulation/licence to practise. You can find more information about these qualifications at the [qualifications website](#).

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

If the [UK ENIC](#) 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 full level 2 and/or level 3 qualification.

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.

Annex C: Evidence

Evidence Pack

1. The evidence pack must contain evidence to support the funding claimed and must be available to us if we need it.
2. Evidence in the evidence pack must assure us that the learner exists.
3. The learner must confirm information they provide is correct when it is collected.
4. If the time spent in learning is short, the level of evidence in the evidence pack would reflect this.
5. Where you hold information centrally, you only need to refer to the source.
6. If applicable, the evidence pack must confirm the following:
 - all information reported to us in the ILR, EAS, funding claims if applicable, and all supporting evidence to substantiate the data that you report
 - your assessment and verified evidence of eligibility for funding and a counter signed record of the evidence the learner has provided to support their eligibility for funding
 - copies of all assessments and diagnostics undertaken to determine a learner's requirements
 - evidence and information on prior learning that affects the learning or the funding of any of the learning aims or programme
 - 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
 - a description of how you will deliver the learning and skills and how the learner will achieve
 - the supporting evidence about why you have claimed funding and the level of funding for a learner
 - details and evidence of any learner or employer contribution
 - support needs to be identified, including how you will meet these needs and the evidence of that
 - that learning is taking or has taken place (including a work placement for continuing traineeship learners) and records are available
 - if applicable, a learner's self-declaration as to what state benefit they claim
 - a learner's self-declaration on their status relating to gaining a job; and
 - all records and evidence of achievement of qualifications, learning aims or continuing traineeship learners. This must be available within 3 months of you reporting it in the ILR
7. 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.
8. If a subcontractor delivers any provision to the learner, the provider must clearly identify the subcontractor. This must match the information reported to us in the ILR.

Confirmation and signatures

1. The learner must confirm the information is correct when it is collected. You must have evidence of this, which can include electronic formats.
2. 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.
3. Both electronic and digital signatures are acceptable.
4. 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 to 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.
5. 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

1. You can only claim North East CA funded ASF when directly related learning starts. This would not include enrolment, induction, prior assessment, diagnostic testing, or similar activities.
2. 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.
3. 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.
4. You must have evidence that the learning took place, and the learner was not certificated for prior knowledge.
5. 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.
6. Payment will be made on the completion of the learning – completion payments. Achievements will continue to be recorded with no additional payment.

Leaving learning

1. You must report the learning actual end date in the ILR for a learner who leaves learning as the last day that you can evidence they took part in a learning activity.

Self-declarations by learners

1. All self-declarations must confirm the learner's details and describe what the learner is confirming for requirements set out in this document.
2. 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.

Annex D – North East CA Funding flexibilities

1. Extended digital offer to fully fund a non-accredited digital learning aim to enable providers to deliver 'essential digital skills' for residents.	
Learning Aim Title: Essential Digital Skills	Learning Aim Code: Z0009614
Funding Rate: £300	Funding Hours: Minimum 12 GLH
Funding Model:	Adult Skills – Funding Model 38
Usage:	<p>This learning aim can be utilised to provide practical digital skills related to on-line banking, paying bills, shopping, or keeping in touch with friends/family online etc. North East CA will fully-fund individuals, including individuals who are employed, aged 19 or older, assessed at below level 1, on the day they start for this learning aim.</p> <p>The flexibility, for starts from 1 August 2025 to July 2026.</p>
DAM code:	<p>DAM code 040 must be used to enable North East CA to monitor use of this learning aim in the ILR.</p> <p>If a learner is eligible for this flexibility and full funding, you will need to select the fully funded indicator on the ILR and use DAM code 023 for the learning aim to be fully funded.</p>

2. Fully funded accredited ESOL qualifications for eligible asylum seekers	
Funding Model	Adult Skills – Funding Model 38
Usage:	<p>This flexibility only applies to Providers who are already delivering Formula Funded ESOL provision.</p> <p>Providers delivering ESOL will not receive additional funding and must work within their existing ESOL allocations for AY 2024-25.</p> <p>Qualifications must be approved for funding on the Learning Aims database.</p> <p>The flexibility, for starts from 1 August 2025 to July 2026.</p>
DAM code:	<p>If a learner is eligible for this flexibility, you will need to select the fully funded indicator on the ILR and use DAM code 023 for the learning aim to be fully funded.</p> <p>DAM code 040 must be used to enable North East CA to monitor use of this flexibility in the ILR.</p>

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.
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.
Annual gross salary	Gross salary is the total income before any deductions are removed from that amount. This total income is usually described as an annual salary, and it is the total amount an employee will receive for work completed before tax of national contributions are deducted.
ASF funding methodology	The funding methodology for individuals aged 19 and over, participating in ASF learning.
Benefit Status Indicator (BSI)	Complete the Benefit Status Indicator (BSI) to identify the claimant is in receipt of Jobseeker's Allowance (BSI 1) Universal Credit (BSI 4), or Employment and Support Allowance (all categories) (BSI 5).
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.
Components of regulated qualification	A subset of a qualification, which could be a unit.
Continuing learners	Learners who commenced learning in a previous funding year and remain in learning as of 1 August 2024.
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

Glossary

Term	Description
	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 Essential Digital Skills qualifications and digital Functional Skills qualifications.
Earnings adjustment statement (EAS)	The form providers need to fill in to claim funding that cannot be claimed through the Individualised Learner Record (ILR).
Earnings Threshold	The earnings threshold is an eligibility criteria, that enables learners to be fully funded if they earn below than £30,000
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.
European Economic Area (EEA)	The European Economic Area, abbreviated as EEA, consists of the Member States of the European Union (EU) and 3 countries of the European Free Trade Association (EFTA) (Iceland, Liechtenstein and Norway; excluding Switzerland). The Agreement on the EEA entered into force on 1 January 1994. Please refer to appendix A for more information.
European Union	A list of member states is available on the EU website .
Employment status (formerly employed)	The main types of employment status are: worker employee self-employed and contractor director office holder More information on employment status is available.
English for speakers of other	The study of English by speakers of other languages.

Glossary

Term	Description
languages (ESOL)	
North East CA funded ASF	Funding you can claim from North East CA for delivery of ASF eligible provision to individuals set out in the who we fund section.
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.
Find a learning aim	Find a learning aim provides online services to find the latest information on available qualifications, non-regulated learning, apprenticeship standards, T Levels and units. Standards will show you information on funding, dates and common components. Qualifications and units show you funding streams for courses and the last date learners can start.
Full level 2	The following qualifications are designated full at level 2: General Certificate of Secondary Education in 5 subjects, each at grade C or above, or grade 4 or above a Technical Certificate at level 2 which meets or has previously met the requirements for 16 to 19 performance tables
Full level 3	The following qualifications are designated full at level 3: General Certificate of Education at the advanced level in 2 subjects General Certificate of Education at the AS level in 4 subjects QAA Access to Higher Education (HE) Diploma at level 3 Technical or applied general qualification at level 3 which meets or has previously met the requirements for 16 to 19 performance tables Core maths qualification at level 3
Full or co-funding Indicator (FFI)	Indicates whether a learning aim is fully funded or co-funded in Adult Skills or Other Adult Funding.

Glossary

Term	Description
Functional skills	Applied practical skills in English, maths and digital 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 Department of Education(DfE) and North East CA who receive funding for education and skills training.
Funding model (11 and 38)	Identifies the funding methodology we apply to submission of finalised ILR data. For ASF funding, Funding Model 11 (Tailored Learning) and 38 (Adult Skills) are used, noting model 11 is non-formula funded (i.e ILR data does not generate a funding rate and is paid on monthly profile) and model 38 is formula funded. More information is available in the 2025 to 2026 ILR Specification .
Funding year	The North East CA'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 GDPR is retained in domestic law as the UK GDPR, but the UK has the independence to keep the framework under review. The 'UK GDPR' sits alongside an amended version of the DPA 2018.
Hardship	Within learner support, a category of support to assist vulnerable and disadvantaged learners to remove barriers to education and training.
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.
ILR specification	The ILR Specification is the technical documents, guidance and requirements to help providers collect, return and check ILR and other learner data.
Job outcome payments	Payments made for learners who are unemployed at the start of learning who cease learning to take up a job.
Learner residency	We use the term 'resident' or 'residence' in this document for different purposes. 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 North East

Glossary

Term	Description
	CA funded ASF - 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 North East CA funded ASF.
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-character code used to identify a specific learning aim.
Learning delivery monitoring (LDM)	A code used as part of the 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.
Legal Entitlements	North East CA funded ASF includes support for 4 legal entitlements to full funding for resident eligible adult learners. These entitlements are set out in the Apprenticeships, Skills and Children Learning Act 2009 and include: English and maths, up to and including level 2, for individuals aged 19 and over, who have not previously attained a GCSE grade A* - C or grade 4, or higher 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 essential digital skills qualifications, up to and including level 1, for individuals aged 19 and over, who have digital skills assessed at below level 1
Leisure Learning	Defined as learning where the primary or sole intent of the learning is for leisure. This applies to curriculum intent and to the learner's purpose for undertaking the learning.

Glossary

Term	Description
	For example, a learner may participate on a course within the learning aim “Creative Arts” to improve their confidence, and another to improve their well-being. Similarly, a learner may participate on a course within the learning aim “volunteering, active citizenship” to develop employability skills, another to contribute to community life.
Local flexibility	Regulated qualifications, and/or their components, that we fund, which is not part of the English and maths, or level 2 or level 3 legal entitlement offer. All regulated that is available for funding through the flexible local offer is listed on find a learning aim .
Multiply	Multiply is an adult numeracy programme being delivered across MCAs/the GLA and upper tier/unitary authorities outside of those areas, in 2024 to 2025.
Non-regulated learning	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: independent living skills engagement and confidence building employability skills labour market re-entry essential skills (English, maths, digital) and ESOL
Ofqual	The Office of Qualifications and Examinations Regulation , which regulates qualifications, examinations and assessments in England.
Ordinarily resident	For funding purposes, a person who normally lives in the United Kingdom, are allowed to live there by law, and return there after temporary trips outside the country.
Performance management requests form (ASF)	This form must be used at the performance management reviews for exceptions to reductions or increases and first-time requests.
Payment & Performance Management Rules (PPMR)	This document sets out the North East CA payment mechanisms and performance management rules.

Glossary

Term	Description
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.
Policy Entitlements	Alongside to the legal entitlements the North East CA have policy entitlements allowing full funding for residency eligibility learners, over 19 years old, and meet the earnings threshold criteria, these include: level 2 and below local flexibility including ESOL free courses for jobs work placements HGV SWAP Princes Trust tailored learning
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 assurance 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 .
Recognition of prior learning (RPL)	An assessment method that considers whether a learner demonstrates that they can: 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
Regulated Qualifications Framework (RQF)	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.
Residential Support	Support provided under learner support to learners receiving specialist provision, which involves a residential element, or to support learners who cannot receive provision locally.
Sector-based work academy	Sector-based work academy programme is a DWP scheme that offers pre-employment training, work experience placements and a guaranteed job

Glossary

Term	Description
programme (SWAP)	interview for recipients of Jobseeker's Allowance (JSA), Universal Credit (all work-related requirements group) or Employment and Support Allowance.
Self-declaration	A process where the learner can confirm something through his or her own signature.
Skills Bootcamp	A skills bootcamp is a bespoke employer-led level 3 to 5 programme, designed to meet skills needs within the economy. Following a procurement process, the skills bootcamp programme began in August 2022.
Start of learning	The date on which learning begins. We do not consider enrolment, induction, diagnostic assessment, or prior assessment to be part of learning.
State benefits	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.
Study programme	Study programmes are for learners aged 16 to 19 and cover all levels up to level 3. Funding is for each learner, rather than for each qualification and can only have one core aim at a time.
Tailored learning	<p>As part of the new adult skills fund, the term tailored learning brings together what was AEB community learning, formula-funded AEB non-regulated learning (previously delivered through adult skills) and any new employer-facing innovative provision that is not qualification based.</p> <p>The primary purpose of tailored learning is to support learners into employment and to progress to further learning, in line with the overall purpose of the ASF. It will, however, also support wider outcomes including using it to improve health and wellbeing, equip parents/carers to support their child's learning and develop stronger and more integrated communities.</p>
Tailored learning funding	Contract for services will not have a tailored learning allocation but will have access to deliver non-reg provision as approved by the Relationship and Contract Manager. Funding model 11 is the North East CA funded ASF tailored funding model that providers must use alongside the funding claim for 2024 to 2025.
Unique learner number	A 10-digit number used to match a learner's achievement to their personal learning record (PLR).

Glossary

Term	Description
Work placement	A placement with an employer in a workplace setting as part of a continuing learner's offer.
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.

Footnotes

- Persons with the right of abode have the right to live and work in the UK without any immigration restrictions. Further details can be found in the [prove you have right of abode in the UK](#) on GOV.UK.
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- This refers to the 7-year offer for UK nationals in EEA and Switzerland. More information on the 7-year offer can be found at [UK nationals in the EEA and Switzerland: access to higher education and 19+ further education](#) on GOV.UK.
- Further information, can be found at: [apply for an EU Settlement Scheme family permit to join family in the UK: Apply if you're joining a person of Northern Ireland](#) on GOV.UK.
- As defined in the Immigration Rules Appendix ["Victim of Domestic Abuse"](#) on GOV.UK.
- As defined in the Immigration Rules Appendix ["Bereaved Partner"](#) on GOV.UK.
- A child of a person who has received leave under section 67 of the Immigration Act 2016 will come under this bullet point where they have been granted "leave in line" by virtue of being a dependent child of such a person.
- A child of a person who has received Calais leave to remain will come under this bullet point where they have been granted "leave in line" by virtue of being a dependent child of such a person.