



Skills Funding  
Agency

Document reference: F

# Advanced Learner Loans funding rules

For the 2016 to 2017 funding year (1 August 2016 to 31 July 2017).

## Version 1

### January 2016

Of interest to providers and employers delivering provision funded by learners through  
Advanced Learner Loans

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## Introduction and purpose of the document

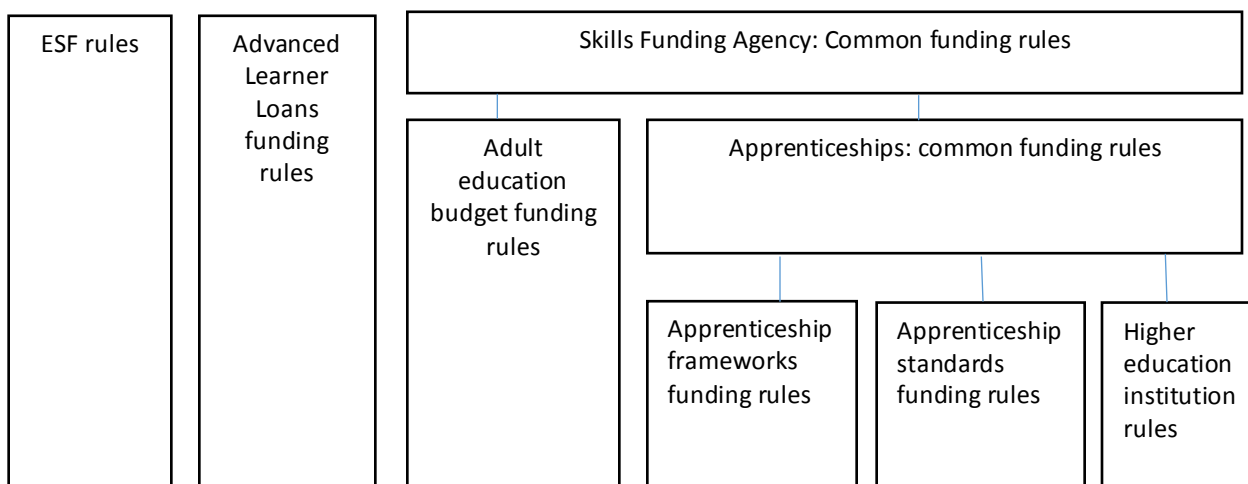
- F1. This document sets out the Advanced Learner Loans (loans) funding rules for the 2016 to 2017 funding year (1 August 2016 to 31 July 2017). The rules apply to all providers of education and training who hold a loans facility and loans bursary fund agreement with the Secretary of State for Business, Innovation and Skills acting through the Skills Funding Agency (SFA). This agreement allows providers to receive loans payments from the Student Loans Company (SLC) on behalf of learners and loans bursary payments from the SFA.
- F2. The SFA may make changes to these rules. We will publish and highlight any changes through [Update](#).
- F3. You must comply with the terms and conditions of the loans facility and loans bursary fund agreement, these funding rules and the [Individualised Learner Record \(ILR\) Specification](#).
- F4. If you do not, you are in breach of the loans facility and loans bursary fund agreement with the SFA.

## Understanding the terminology

- F5. The term 'we' refers to the SFA.
- F6. When we refer to 'you' or 'providers', this includes colleges, training organisations, local authorities and employers who receive funding through a loans facility or loans bursary fund agreement, to deliver education and training. We will use the individual type of provider if the requirements apply only to that type of provider.
- F7. The term 'funding agreement' means the loans facility and loans bursary fund agreement.
- F8. We use the terms 'learner' to cover all those who fund their education or training with a loan, and where appropriate, those learners who receive support through the loans bursary fund.

## How the documents are structured

F9. This document forms one of a suite of documents which set out the funding rules for 2016 to 2017. You should read this document together with the other relevant documents in the suite as shown in the diagram below. These can be found [here](#).



F10. We give a summary of the levels of government contributions towards skills provision, excluding apprenticeships, in the table below.

Provision	19-23 year-olds	24+ unemployed	24+ other
English and maths up to and including Level 2	Fully funded*	Fully funded*	Fully funded*
Level 2	Fully funded* (first and full)	Fully funded	Co-funded
Provision to progress to Level 2	Fully funded	Fully funded	Co-funded
Level 3	Fully funded* (first and full)	Loan-funded	Loan-funded
Level 3 qualifications**	Loan-funded	Loan-funded	Loan-funded
Level 4 qualifications**	Loan-funded	Loan-funded	Loan-funded
Level 5 qualifications**	Loan-funded	Loan-funded	Loan-funded
Level 6 qualifications**	Loan-funded	Loan-funded	Loan-funded
Traineeship#	Fully Funded (including 24-year-olds)	Not applicable	Not applicable
English for Speakers of Other Languages (ESOL) learning up to and including Level 2	Co-funded	Fully funded	Co-funded
	Fully funded - unemployed		

Learning aims up to and including Level 2, where the learner has already achieved at Level 2 or above	Co-funded	Fully funded	Co-funded
	Fully-funded - unemployed		
<p>*Must be delivered as one of the qualifications required for the legal entitlement.  # Excludes flexible element where funding depends on age and level.  **Qualifications designated for loans, please see paragraphs F34 and F35.</p>			

F11. This document contains all of the rules relevant to provision funded through loans and the loans bursary fund.

F12. You should refer to the [adult education budget funding rules 2016 to 2017](#) for information about the circumstances under which learners aged 19 and older, including those studying at level 3, may be eligible for direct funding from us.

### Contacting our Central Delivery Service (CDS)

F13. If you need to contact us you can do so through our Central Delivery Service (CDS) at [servicedesk@sfa.bis.gov.uk](mailto:servicedesk@sfa.bis.gov.uk) or telephone 0370 2670001.

## Advanced Learner Loans

Advanced Learner Loans (loans) help people aged 19 and over undertake vocational, technical and professional qualifications at Levels 3, 4, 5 and 6. Loans provide a source of fees support for learners, enabling them to reap the personal and financial benefits of their study, which in turn will support the economy.

### Learner eligibility for loans

F15. Loans are not means-tested and are available to eligible learners (see paragraph F17) who are:

F15.1. aged 19 or older on the first day of their learning aim

F15.2. studying in England, with a provider in receipt of a loan facility from us (see paragraphs F19 and F20)

F15.3. studying one or more approved learning aims at Levels 3, 4, 5, or 6 (see paragraphs F40 to F42)

F16. The availability of loans at Level 3 does not replace an individual aged 19 to 23's legal entitlement to full funding for a first full Level 3. Where you access direct

Adult Education Budget funding from us to deliver a first full Level 3 qualification to a learner who is aged 19 to 23, a learner must not access a loan for the same qualification delivered at the same time. Should this situation occur you must cancel the loan and, if applicable, refund any loans payments you have received on behalf of the learner to the SLC.

F17. On receipt of learners' loan applications, the SLC is responsible for assessing whether a learner is eligible. You can find more information on eligibility on [GOV.UK](https://www.gov.uk).

F18. We will include funding rules relating to loans for offenders in custody and those released on temporary licence in Version 2 of this document, following the outcomes of Dame Sally Coates' independent review of prison education, commissioned by the Secretary of State for Justice.

### **Provider eligibility to receive loans payments from the SLC, on behalf of learners**

F19. You can receive loan payments from SLC on behalf of learners if we have given you a loans facility, and learners have applied for loans which have been approved by the SLC. You must not complete a loan application form on behalf of a learner, or influence a learner's decision on whether to apply for a loan.

F20. You can find the criteria for having a loans facility on [GOV.UK](https://www.gov.uk).

F21. To retain your eligibility for a loans facility you must successfully complete the [Register of Training Organisations](#) (the Register) refresh and update your information when we ask you to. If you fail or do not update when we ask you to, you must apply at the next opening. During this period you and any subcontractors will not:

F21.1. be listed on the Register

F21.2. be invited to tender, and

F21.3. be able to increase the value of your loans facility

F22. If your organisation does not apply at the next opening of the Gateway, or you fail the application process, we will review your eligibility for a loans facility.

F23. If you choose to subcontract the delivery or provision which is funded by a loan you must comply with the rules on subcontracting set out in the [Skills Funding Agency: common funding rules 2016 to 2017](#). You remain responsible to the learner for the delivery of the provision and will be liable to make any repayment of fees in the event that the subcontractor fails to deliver the provision as agreed with the learner. All of a subcontractor's learners are ultimately the responsibility of the lead provider.

- F24. If you only hold a loans facility agreement with us (and do not have a direct contract for any other funding stream) you are ineligible to subcontract the delivery of provision funded with a loan.
- F25. You must not deliver loans-funded provision outside England unless we give you permission before learning starts. This applies to learning delivered on your or an employer's premises, and to distance learning or learning where a variety of methods and locations are used.
- F26. You must record the 'Delivery location postcode' field in the ILR as in England. Where we agree that a learning aim may be delivered elsewhere, you must first get authorisation from our Central Delivery Service. You must keep this authorisation in the learner file for the learner. This will usually be an email from our Central Delivery Service.

### **Loan amounts and financial contributions**

- F27. You must advise all learners of your fees and charging policy in advance of their decision to apply for a loan.
- F28. A learner will only be eligible to apply for a loan that is either equal to, or less than:
- F28.1. the maximum loan amount in the learning aims section of the [Hub](#) for the qualification(s) they are undertaking or
  - F28.2. your fee, as shown in your learning and funding information letter and provided to the SLC as part of the learner's loan application (see paragraph F49 for further details)
  - F28.3. The minimum loan value a learner can apply for is £300
- F29. We do not expect that you would need to charge more than the maximum loan amount as shown on the [Hub](#). For information about how the maximum amount of the loan is set, please refer to the Advanced Learner Loans: Maximum Loan Amounts for Designated Qualifications 2016 to 2017.
- F30. Learners can only apply for loans to cover the tuition fee element of their provision, including all costs and charges for items without which a learner cannot complete their course.
- F31. You can pass on membership fees, made by professional bodies, to the learner. You can charge these as a requirement of enrolling if this is needed to achieve the learning aim.
- F32. You can ask a learner funded by a loan to pay directly for extra activities not essential to the learning, such as trips and visits. You must not make it a condition that the learner takes up the optional extra provision to complete or achieve their learning aim.

F33. If a learner funds their provision with a loan and needs a Disclosure and Barring Service (DBS) check to take part 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.

## **Qualifications designated for loans**

F34. The Secretary of State for Business, Innovation and Skills, acting through the SFA, is responsible for designating the further education qualifications eligible to be funded with loans. The criteria is set out in the [Advanced Learner Loans Prospectus 2015 to 2016 and 2016 to 2017: Designating Qualifications](#) and includes the following types of provision.

F34.1. A-levels and AS-levels (up to a maximum of four full A-levels) (see paragraphs F42 to F45).

F34.2. Quality Assurance Agency (QAA) Access to Higher Education Diplomas.

F34.3. Vocational qualifications including technical and professional qualifications at Levels 3, 4, 5 and 6

F35. For the specific details on learning aims that are eligible to be funded through a loan, please refer to the learning aims section of the [Hub](#) or the [Advanced Learner Loans Qualifications Catalogue](#).

F36. You must check that the learning aim is valid for new starts on the date that the learner is due to start.

F37. Loans cannot be used to fund components of qualifications.

F38. You must make sure that you provide accurate unique learner number (ULN) information to awarding organisations and that all information you use to register learners for qualifications is correct (you can find more information on [GOV.UK](#)).

F39. Where a learner takes out a loan for the Access to HE Diploma, completes it and progresses to and completes a Student Finance England funded HE course, the balance relating to the loan for the Access to HE Diploma will be written off.

## **Number of loans**

F40. Learners are entitled to access up to four loans, which they can take out either one after the other or at the same time.

F41. Learners will need to apply for a loan for each learning aim.

F42. Within the entitlement of four loans, a learner is entitled to apply for:



- F42.1. no more than one loan to complete an Access to HE Diploma
- F42.2. up to eight loans to undertake up to a maximum of four full A-levels; this will be treated as one single loan entitlement. See paragraphs F43 to F45
- F42.3. no more than four loans to undertake vocational qualifications including technical and professional qualifications at Levels 3, 4, 5 and 6
- F43. A learner can study a full A-level by enrolling on an A-level learning aim or enrolling on an AS-level learning aim and then progressing to an A-level learning aim.
- F43.1. Where a learner intends to study towards and sit only an A-level exam, they can apply for up to four loans for four A-level learning aims. They can make these applications at the same time or one after the other.
- F43.2. Where a learner intends to study towards and sit an AS-level exam, not followed by an A-level exam, a learner can apply for up to four loans for four AS-level learning aims.
- F43.3. Where a learner intends to study towards and sit an AS-level exam, and chooses to follow this with an A-level exam, a learner can apply for up to four loans for four AS-level learning aims and up to four loans for the corresponding A-levels. In this scenario providers must reduce the fee charged to the learner for the A-level(s) to take account of the prior study of AS-levels, thereby reducing the amount of loan a learner would have to take out. The total fee for the AS-level and A-level must not exceed the maximum loan amount for the A-level.
- F44. If a learner enrolls on a combination of A-level and AS-level learning aims, they will be able to apply for loans to undertake up to four full A-levels, subject to the overall limits for each learning aim type, outlined above.
- F45. You can access further information, including illustrative examples, in our [guidance for recording A and AS levels on the ILR](#).

## **Recognition of prior learning**

- F46. A learner could have prior learning that has been previously accredited by an awarding organisation or could be formally recognised and count towards a qualification. If this is the case you must:
- F46.1. reduce the fee charged to the learner for the learning aim by the percentage of learning and assessment that the learner does not need
- F46.2. follow the policies and procedures set by the awarding organisation for the delivery and assessment of the qualification

- F46.3. not require a learner to take out a loan if the prior learning meets the full requirements of the awarding organisation to achieve the learning aim or where a learner only resits a learning aim assessment or examination and no extra learning takes place
- F47. Where a learner undertakes a Subsidiary Diploma and progresses to an Extended Diploma at the same level, the progression can be considered as a single loan and the loan amount amended through the change of circumstance (change of learning aim) process (please see paragraph F58.3).
- F47.1. The change must be reported while the learner is still in learning on the Subsidiary Diploma.
- F47.2. You must issue another learning and funding information letter (please see paragraph F49 for more information).
- F47.3. The learner must make a new loan application to cover the fee for the Extended Diploma.
- F48. Where a learner has already undertaken a Subsidiary Diploma funded with a loan and then wishes to undertake an Extended Diploma at the same level and in the same subject at a later date, they can apply for another loan for the Extended Diploma within their overall entitlement to four loans. In this scenario providers must reduce the fee charged to the learner for the Extended Diploma to take account of the prior study of the Subsidiary Diploma.

## Information needed

The SLC will assess a learner's loan application against the eligibility criteria and where they approve it, make loan payments to you on behalf of learners. If you are in receipt of a loans facility, the SLC will give you access to their [learning provider portal](#) (an interactive web-based service that will act as the main channel of communication between you and the SLC) which will be the portal you use to confirm learner attendance and release loan payments.

- F49. If the learner decides to apply for a loan, you must give them information in the [learning and funding information letter](#). This letter must provide the learner with the information they need to complete their loan application. You can find a template on [GOV.UK](#). The letter must include:
- F49.1. all of the standard text as set out in the template letter
- F49.2. the UK provider reference number (UKPRN)
- F49.3. the learning aim reference number
- F49.4. the title of the learning aim

F49.5. the learning aim start date and planned end date

F49.6. the fee charged to the learner and

F49.7. the maximum amount of loan available for the learning aim as published on the learning aims section of the [Hub](#)

F50. You must have evidence of an initial completed learning and funding information letter for each learner, and, if applicable, an updated learning and funding information letter when there is a change to a learner's learning aim or fees.

You will be able to see the status of the learner's loan application using the [learning provider portal](#) which is delivered by the SLC.

F51. You must provide the SLC with the information they need to administer loans in line with a formal service agreement being developed by the SLC.

F52. Once the learner's loan application has been approved and the learner has started the learning aim (please see paragraph F102) you must confirm the learner's attendance to the SLC through the learning provider portal.

F53. You can only confirm that the learner has started once the learner has been attending for at least two weeks. Learners become liable for their loan two weeks after their start date; this is referred to as the 'initial liability point' and will either be:

F53.1. two weeks from the learning aim's start date, as shown on the loan application form or

F53.2. two weeks after the learner started their studies; if they started at a later date than the one given on the loan application form (in this case you must tell the SLC about the change to the start date through the learning provider portal before you confirm the learner's attendance - please refer to the [SLC's Learning Provider Portal User Guide](#))

F54. You must accurately record the learner's unique learner number (ULN) in the learning provider portal before you can confirm their attendance.

F55. If a learner leaves their learning aim before the initial liability point, or if a learner has never attended, you must confirm this to the SLC.

F56. Once a learner has passed the initial liability point you must confirm attendance to the SLC using the learning provider portal on: 1 November, 1 February, 1 May and 1 August.

## **If the learner's circumstances change**

- F57. If a learner's details or circumstances change, you must tell the SLC as soon as you are aware as this will reduce the risk of a learner becoming legally responsible for a loan for a learning aim they are no longer studying. Learners also have a responsibility to keep the SLC informed of changes to their circumstances.
- F58. The following reasons may result in a learner's details or circumstances changing from the information they supplied in their initial application.
- F58.1. A change in personal details.
  - F58.2. A change in provider.
  - F58.3. A change of learning aim.
  - F58.4. A change of loan amount or the fee you charge. (please refer to paragraph F59)
  - F58.5. Cancellation of an application.
  - F58.6. Withdrawal from the learning aim.
  - F58.7. Taking a break from learning or suspending or resuming learning.
- F59. Only a learner can make a request to the SLC to change their personal details or to request an increase in their loan amount.
- F60. If you cancel a learner's loan, you must only reinstate it with the learner's written permission.
- F61. If the details or fees of the learning aim change, you must provide the learner with another learning and funding information letter in advance of the change being implemented.
- F62. If a learner changes provider during the learning aim they must tell the SLC and the learner must be marked as a withdrawal from you. The learner will then need to reapply to the SLC for a loan to continue their studies at the new provider.
- F63. You can find detailed information and guidance on managing changes of circumstance on the SLC's [Learning Provider Services website](#).

## **Retrospective applications and changes**

- F64. A learner can apply for a loan retrospectively (after the initial liability point but must be while they are still undertaking the learning aim). If the loan is approved

by the SLC and the learner has already paid fees to you, then you must refund the full amount to the learner to avoid double funding.

- F65. You, or the learner will be able to raise a Change of Circumstance retrospectively. This must be raised while the learner is undertaking their learning aim.

## Advanced Learner Loans Bursary Fund

We provide a loans bursary fund to help vulnerable and disadvantaged learners who are funding their learning with a loan, such as those with learning difficulties or disabilities, and parents who need help with childcare.

The fund is not an entitlement, and you must decide how it will be distributed. The claiming and earnings methodology is different depending on whether you are funded through a grant or a contract. Providers with a loans bursary fund will need to submit a funding claim; please see [GOV.UK](https://www.gov.uk) for more information.

- F66. The loans bursary fund will provide funding for the following.
- F66.1. Learner support funding for hardship, childcare and residential support.
  - F66.2. Learning support activity for 'in-learning' support, such as support for teaching assistants or reasonable adjustments under the Equality Act 2010.
  - F66.3. Your area costs, based on information in the ILR about where the learning takes place (as reported in the 'Delivery location postcode' field).
- F67. You must make sure that you keep sufficient funding to provide the support we refer to in paragraph F66.2.
- F68. You must:
- F68.1. prioritise vulnerable groups and disadvantaged learners
  - F68.2. consider the most appropriate learner support fund to draw from where a learner is receiving Adult Education Budget funding from us as well as through a loan
  - F68.3. use your loans bursary fund only for learners who have had a loan approved by the Student Loans Company, and who have an assessed need
- F69. When you are making decisions about awarding loans bursary funding, you must take into account the availability of other financial support for learners. You must

make it clear to learners that it is their responsibility to tell the Department for Work and Pensions about any learner support that they are receiving from you as the learner support payment may affect their eligibility for some benefits.

F70. You must not:

F70.1. use loans bursary funding to cover costs and charges for items without which a learner could not complete their course, as these must be charged in the course fee

F70.2. transfer funding between your loans bursary and your adult education budgets

## **Learner support**

### **Hardship**

F71. You can support learners based on their needs and local circumstances. Types of support include the following.

F71.1. Course-related costs, including course trips, books and equipment (where these costs are not included in the tuition fee), support with domestic emergencies and emergency accommodation.

F71.2. Transport costs.

F71.3. Examination fees.

F71.4. Accreditation fees, professional membership fees and any fees or charges due to external bodies.

F71.5. Your registration fees.

F71.6. Support 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.

### **20+ childcare**

F72. You can only use childcare funding to pay for childcare with a childminder, provider or childminder agency who is registered with Ofsted.

F73. For learners aged under 20 on the first day of learning you must direct them to the Education Funding Agency (EFA) 'Care to Learn' programme. The Bursary must not be used to top up childcare payments for those receiving 'care to learn'.

F74. You must not use childcare funding:

F74.1. to fund informal childcare, such as that provided by a relative

- F74.2. to set up childcare places or to make a financial contribution to the costs of a crèche

### **Residential support**

F75. We provide residential funding to support learners receiving specialist provision which involves a residential element or to support learners who cannot access provision locally. The fund can help learners in private accommodation or in accommodation you own or manage.

F76. You must:

F76.1. set out the criteria and procedures for considering and agreeing applications for support from your Loans Bursary Residential funds

F76.2. give priority to learners who need accommodation and only pay for travel costs in exceptional circumstances

### **Recording learner support on the ILR**

F77. Providers funding through a contract or a loans facility conditions agreement, can claim learner support from the loans bursary, through rates 1 or 3 (£50 or £250 a month respectively) in the learning delivery funding and monitoring field detailed in the [ILR specification](#).

### **Learning support**

F78. Learning support must not be used to deal with everyday difficulties that are not directly associated with a learner's learning on their programme.

F79. You must:

F79.1. carry out a thorough assessment to identify the support the learner needs

F79.2. agree and record the outcome of your assessment in the learner file

F79.3. record all outcomes on the learner file and keep all evidence of the assessment of the needs, planned and actual delivery

F79.4. 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

- F80. Learning support will be earned at a fixed monthly rate if you have reported it in the ILR. If your costs exceed the total earned from the fixed monthly rate, and you have evidence of the excess, you can claim the excess using the Earnings Adjustment Statement (EAS). You record this in the ILR using rate 2 (£150 a month) in the learning delivery funding and monitoring field.
- F81. If you need to claim excess costs above the fixed monthly rate, you must establish and keep evidence for the total cost of delivery to the learners. You must not include any indirect costs or overheads in any calculation of your costs of delivering learning support to the learner.
- F82. If you plan to deliver the learning aim in less than one calendar month you must claim the value of the learning support as if it were all excess, using the EAS.
- F83. You may claim learning support if learning continues past the planned end date and the learner still needs support.

### **Area costs**

- F84. If a learner funded through a loan attracts area cost uplift funding, this will be paid automatically based on information in the ILR about where the learning takes place (as reported in the 'Delivery location postcode' field).
- F85. The total area cost uplift is equally spread across the planned length of the aim recorded on the ILR.
- F86. We detail area cost uplifts by region in Annex 1.

### **Exceptional Learning Support claims above £19,000**

Learners who need significant levels of support to start or continue learning can get access to Exceptional Learning Support if their support costs more than £19,000.

Learners aged 19 to 24 requiring significant levels of support would normally be expected to have an Education, Health and Care Plan (EHC plan) provided by their local authority and therefore would access funding from their local authority.

- F87. If a learner has support costs of more than £19,000 in any one funding year, you can access Exceptional Learning Support. Details of how to claim can be found in the [claims document](#).
- F88. To claim Exceptional Learning Support for a learner aged 19 to 24 who does not have an EHC plan, you must confirm why the learner does not have an EHC plan.



## **Provision of evidence: Advanced Learner Loans and Loans Bursary Fund**

- F89. You must hold evidence to assure us that you have delivered education and training which learners have chosen to fund through loans, in line with our loan facility and bursary fund agreement and the funding rules. Most evidence will occur naturally from your normal business process.
- F90. As part of our financial assurance work, we will continue to monitor compliance with the funding rules. We will contact you where we identify you have submitted data that does not meet our funding rules. We will require you to correct inaccurate ILR data, data reported to the SLC through the Learning Provider Portal and earning adjustment statement (EAS) data associated with the loans bursary.

### **Learner file (previously called Learning Agreement)**

- F91. All learners who chose to fund their education and training with a loan must have a learner file.
- F92. The learner file must contain the evidence needed to support the loans payments you will receive on behalf of a learner from the SLC, and must be available to us if required.
- F93. You and the learner must confirm that the information in the learner file is correct and, therefore, the information you have reported to the SLC through the Learning Provider Portal and to us in the ILR is correct.
- F94. If the time spent in learning is short, the level of evidence in the learner file would reflect this.
- F95. Where you hold information centrally, you only need to refer to the source.
- F96. The learner file must confirm the following.
- F96.1. All information reported to us in the ILR and the Earnings Adjustment Statement, and if it applies, the supporting evidence of the data being reported.
  - F96.2. Information on prior learning that affects the learning or the fee that you charge the learner for the learning aims.
  - F96.3. A description of how you will deliver the learning and skills and how the learner will achieve.
  - F96.4. The fee you are charging and details of any learner or employer contribution.
  - F96.5. Support needs identified including how you will meet these needs and the evidence of that.

F96.6. All records and evidence of achievement of learning aims. This must be available within three months of you reporting it in the ILR.

F97. You must hold evidence:

F97.1. that the learner exists

F97.2. that the learning activity which the learner is funding with a loan is taking place or has taken place

F97.3. that the achievement of learning aims is certified, (that is, a certificate has been issued by an awarding organisation or held in the Personal Learning Record), and

F97.4. of why other funding has been claimed, such as learning support and learner support through the loans bursary fund

F98. You must have evidence to show the learning is taking or has taken place and that the learner was not just certificated for prior knowledge. This will depend on the methods you use and could include registers, reviews, online software and so on. Attendance at a location, such as a classroom or training centre, is not sufficient on its own to evidence learning has taken place.

### **Confirmation and signatures**

F99. The learner must confirm the information is correct when it is collected. You must have evidence of this, which can include electronic formats.

F100. We accept electronic evidence, including digital systems but you must have wider systems and processes in place to assure you that learners exist and are eligible for funding.

F101. 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**

F102. The start date for a learning aim is when activity directly related to the learning aim has begun. We do not consider enrolment, induction, prior assessment, diagnostic testing or similar activity as the start of learning.

F103. You must apply for, and give to learners, the certificates that awarding organisations issue for achieving a learning aim. You must evidence in the learner file that you have done this.

## **Recording data on the Individualised Learner Record (ILR)**

F104. You must accurately complete all ILR fields for loans-funded learners as required in the ILR Specification even if they are not used for funding. Where your data does not support the funding you have received from the SLC or claimed from the loans bursary, we will take action to get this corrected and could recover funds or require you to make repayments to the SLC.

F105. You must make sure that data reported on the ILR matches the information you have filled in on the SLC's learning provider portal.

F106. You should report loans on the ILR as follows.

F106.1. Code 99 in the 'Funding model' field.

F106.2. Advanced Learner loan indicator, code ADL1 (and Loans Bursary, if applicable) in the 'Learning Delivery Funding and Monitoring' field.

## **Self-declarations by learners**

F107. All learner self-declarations must confirm the learner's details and describe what the learner is confirming.

F108. If a learner self-declares prior attainment you must check this in the PLR and challenge any contradictory information with the learner. The PLR will not necessarily override the learner's self-declaration.

## **Performance-management**

We will provide information on the performance-management arrangements for loans and the loans bursary fund in Version 2 of this document.

## Annex 1: Area cost uplifts by region

<b>London A 1.20</b>	<b>London B 1.12</b>
Camden	Barking and Dagenham
City of London	Bexley
Greenwich	Havering
Islington	Redbridge
Kensington and Chelsea	Barnet
Lambeth	Enfield
Southwark	Waltham Forest
Westminster	Bromley
Wandsworth	Croydon
Hackney	Kingston upon Thames
Tower Hamlets	Merton
Lewisham	Richmond upon Thames
Newham	Sutton
Haringey	Brent
Hammersmith and Fulham	Ealing
	Harrow
	Hounslow
	Hillingdon

### **Bedfordshire and Hertfordshire Non-fringe 1.03**

Central Bedfordshire	North Hertfordshire	Stevenage
Bedford	South Bedfordshire	Luton

### **Berkshire, Surrey and West Sussex Fringe 1.12**

Bracknell Forest	Runnymede	Reigate and Banstead
Crawley	Slough	Tandridge
Elmbridge	Spelthorne	Waverley
Epsom and Ewell	Surrey Heath	Windsor and Maidenhead
Guildford	Woking	Mole Valley

### **Berkshire Non-fringe 1.12**

Reading	Wokingham	West Berkshire
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### **Buckinghamshire Non-fringe 1.07**

Aylesbury Vale	Milton Keynes	Wycombe
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<b>Hampshire and Isle of Wight 1.02</b>		
Basingstoke and Deane	Hart	Rushmoor
East Hampshire	Havant	Southampton
Eastleigh	Isle of Wight	Test Valley
Fareham	New Forest	Winchester
Gosport	Portsmouth	

<b>Cambridgeshire – 1.02</b>		
Cambridge	Huntingdonshire	South Cambridgeshire
East Cambridgeshire	Peterborough	Fenland

<b>Hertfordshire and Buckinghamshire Fringe 1.10</b>		
Broxbourne	South Buckinghamshire	Watford
Chiltern	St Albans	Welwyn Hatfield
Dacorum	Three Rivers	East Hertfordshire
Hertsmere		

<b>Kent and Essex Fringe 1.06</b>		
Basildon	Harlow	Thurrock
Brentwood	Sevenoaks	Dartford
Epping Forest		

<b>Oxfordshire 1.07</b>		
Cherwell	Vale of White Horse	West Oxfordshire
Oxford	South Oxfordshire	

<b>West Sussex Non-fringe 1.01</b>		
Adur	Arun	Worthing
Chichester	Horsham	Mid-Sussex

## Glossary

<b>20+ Childcare</b>	Within the Loans Bursary Fund a category of 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.
<b>Area Cost Uplift</b>	Area cost uplift is paid to eligible providers from the Loans Bursary Fund and reflects the higher cost of delivering provision in some parts of the country, such as London and the south east.
<b>Break in Learning</b>	When a learner is not continuing with their learning but has told you beforehand that they intend to resume their learning aim in the future.
<b>Care to Learn</b>	A Department for Education scheme to assist young parents under the age of 20 with their childcare costs that may form a barrier to them continuing in education.
<b>Direct costs of learning</b>	Any costs for items without which it would be impossible for the learner to complete their learning aim. This can include the costs of registration, examination or any other activities or materials without which the learner cannot achieve their programme of study.
<b>Distance Learning</b>	Learning delivered away from the learner's main place of employment or place of learning.
<b>Earnings adjustment statement (EAS)</b>	The form providers need to fill in to claim Loans Bursary funding that cannot be claimed through the Individualised Learner Record.
<b>Exceptional Learning Support</b>	Learning support when the needs of the learner are over £19,000 in a single year.
<b>Full level 3</b>	The following qualifications are now designated full at Level 3. <ul style="list-style-type: none"> <li>• Quality Assurance Agency for Higher Education (QAA) Access to Higher Education Diplomas at Level 3.</li> <li>• Two A-levels.</li> <li>• Tech Levels at Level 3 which are in the 16 to 19 Performance Tables.</li> </ul>

	<ul style="list-style-type: none"> <li>Applied general qualifications at Level 3 which are in the 16 to 19 performance tables.</li> </ul> <p>Other approved technical and professional qualifications at Level 3 which are part of the Regulated Qualifications Framework (RQF) and listed as part of the national offer, which must be at least 300 GLH.</p>
<b>Grant-funded providers</b>	Providers with a financial memorandum or conditions of funding (grant).
<b>Guided Learning</b>	<p>As defined by Ofqual: “The activity of the learner in being taught or instructed by – otherwise participating in education or training under the immediate guidance or supervision or – a lecturer, supervisor, tutor or other appropriate provider of education or training.</p> <p>For these purposes the activity of ‘participating in education and training’ shall be treated as including the activity of being assessed if the assessment takes place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training. You can find more information in the <a href="#">Ofqual General Conditions of Recognition September 2015</a>.</p>
<b>Hardship</b>	Within the Loans Bursary Fund Learner Support, a category of support to assist vulnerable and disadvantaged learners to remove barriers to education and training.
<b>The Hub</b>	The Hub provides online services including the return of your individualised learner record (ILR) and completed Earnings Adjustment Statement (EAS). You can also search all learning aims, components of qualifications, apprenticeship frameworks and standards along with their validity and funding details.
<b>Individualised learner record (ILR)</b>	The primary data collection we request from learning providers for further education and work-based learning in England. The data is used widely, most notably by the government, to monitor policy implementation and the performance of the sector. It is also used by organisations that allocate funding for further education.
<b>Information advice and guidance (IAG)</b>	Services available to learners to enable them to consider further learning opportunities, progression and career choices.

<b>Initial Liability Point</b>	When a learner undertakes a learning aim funded through an Advanced Learner Loan, the point at which a provider can confirm that the learner has started learning, and the point at which the learner becomes liable for their loan.
<b>Learner file</b>	<p>A collection of documents and information brought together to form a single point of reference relating to the learning that is taking place.</p> <p>This provides the evidence to prove that the learner, for whom loans payments have been made by the SLC, exists and is undertaking the learning aim that the loan is funding.</p>
<b>Learning aim reference number</b>	The unique eight-digit code used to identify a specific learning aim.
<b>Learning Provider Portal</b>	A service managed by the Student Loans Company (SLC) for providers to obtain and input information for loans-funded learners.
<b>Loans Bursary Fund</b>	A fund to provide learner and learning support-type assistance to learners who are funding their learning through an Advanced Learner Loan. It also provides area-cost uplifts to eligible providers.
<b>Loans Facility</b>	The SFA issues loans facilities agreements to eligible providers. This facility agreement enables providers to offer loan-funded provision to individuals, and to receive payments from the Student Loans Company (SLC) on behalf of individuals.
<b>Personal Learning Record (PLR)</b>	A database which 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.
<b>Learning planned end date</b>	The date entered onto the individualised learner record (ILR) when the learner is expected to complete their learning.
<b>Prescribed higher education</b>	Any provision at Level 4 or above which is classed as a first degree, foundation degree or higher national.
<b>Provision subcontracting</b>	When you subcontract the delivery of full programmes or frameworks. It is not subcontracting the delivery of a service as part of the delivery of a programme (for example, buying the delivery of a service as part of an apprenticeship framework or outreach support).



<b>Recognition of prior learning (RPL)</b>	An assessment method that considers whether a learner can demonstrate 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.
<b>Register of training organisations</b>	A register that provides assurance on organisations that deliver education and training services funded by the SFA, or subcontractors with less than £100,000 in our supply chain. Organisations apply to enter the Register by completing our market-entry pre-qualification process which includes due diligence questions and testing of capacity and capability.
<b>Residential</b>	Within the Loans Bursary Fund, a category of Learner Support to help learners receiving specialist provision which involves a residential element, or to support learners who cannot receive provision locally.
<b>Self-certification</b>	A process where the learner is able to confirm something through their own signature.
<b>Start of learning</b>	The date on which learning begins. We do not consider enrolment, induction, diagnostic assessment or prior assessment to be part of learning.
<b>Subcontractor</b>	A legal entity that has an agreement with you to deliver education and training.
<b>UK Provider Reference Number</b>	A number given to all providers by the UK Register of Learning Providers to enable them to be easily identified.
<b>Unique Learner Number</b>	A 10-digit number used to match a learner's achievement to their personal learning record (PLR).



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