

# **GLA adult skills fund**

## **MCA/GLA funding validity**

Qualification application form

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# COPYRIGHT

**Greater London Authority  
August 2024**

Published by:  
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Issue date	19 August 2024
Review date	January 2025
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## About this form

This form should be used to apply for learning aim(s) that you wish to be added to the MCA/GLA funding stream on the [Find a Learning Aim Service \(FALA\)](#), making them eligible to be funded by the GLA through adult skills fund allocations.

Please use this application form to submit your short business case. We reserve the right not to support your request where satisfactory information has not been provided or where there are other concerns.

Permission will not be granted for qualifications confirmed as, or scheduled to be, withdrawn from national funding approval, or for qualifications which have reached or are approaching their Operational End Date as recorded on the Ofqual [register of regulated qualifications](#).

Please email your completed application form to [qualifications@london.gov.uk](mailto:qualifications@london.gov.uk) with the subject line: 'MCA/GLA funding validity'.

The form is made up of three sections:

**Section 1** – requires some basic contact information so we can get in touch with you about your application.

**Section 2** – requires you to provide details of your proposed learning aim(s) including the qualification aim, GLH, level, SSA tier 2 and Ofqual Operational End Date.

**Section 3** – requires you to provide a short business case and confirmation of the technical checks which are needed to support your application.

**All questions** must be answered for your application to be assessed.

Please **do not** exceed the word count for each question.

## Guidance for providers

For learning aims to be eligible to be funded under the GLA adult skills fund (ASF) or Free Courses for Jobs offer (FCFJ) they must be listed on the [Find a Learning Aim Service](#) as valid for the MCA/GLA funding stream in the current academic year.

This form should be used to apply for any learning aim(s) that you wish to be added to the MCA/GLA funding stream for the 2024-25 academic year, making them eligible to be funded by the GLA. Applications may only be made for qualifications which are not already part of an existing GLA qualification flexibility.

If approved, learning aims will appear on the [Find a Learning Aim Service](#) as valid for the MCA/GLA funding stream.

Your application should include details of the proposed learning aim(s) that you wish to add to the list of GLA-funding eligible provision, including information on the qualification type and how the relevant learning will support learners to gain vocational, technical or occupational qualifications or training of importance for London, for example, that addresses skills gaps in priority sectors.

## Section 1 – Contact information

Contact information	Response
Provider name	
Provider address	
UK Provider Reference Number (UKPRN)	
Primary contact name	
Primary contact e-mail	
Primary contact telephone number	

## Section 2 – Your proposal

Please state the learning aim(s) you wish to make eligible for GLA funding through the MCA/GLA funding stream:

Learning aim reference	Learning aim title	Level	Guided Learning Hours (GLH)	SSA Tier 2	Ofqual Operational End Date (DD/MM/YY)

## Section 3 – Supporting information

Please provide a business case describing how the learning aim(s) in your proposal will support learners to gain qualifications or skills training of importance for London (**max. 150 words per learning aim**).

**Please note:** You must include details on **all** the learning aims you have listed in the table in the previous question.



Please complete this eligibility checklist for your proposed learning aim(s).

If responses for any of your proposed learning aims differ from each other with respect to these categories, please copy and complete this table for each learning aim that has a different response, listing the applicable learning aim(s).

Eligibility Checklist	Y/N	Assurance Source
Learning aims are not already listed as eligible for a GLA flexibility offer		<a href="#">Information for ASF Providers</a>
Learning aims are regulated, non-prescribed qualifications		<a href="#">Find a learning aim</a>
Learning aims are not already currently approved for MCA/GLA funding		<a href="#">Find a learning aim</a>
Learning aims are regulated by Ofqual		<a href="#">Ofqual Register</a>
Ofqual Qualification Types are technical, vocational or occupational		<a href="#">Ofqual Register</a>
Ofqual Operational End Dates fall beyond academic year 2024-25		<a href="#">Ofqual Register</a>
Learning aims are not known to be in scope for removal of funding approval, e.g., through reforms to post-16 qualifications		<a href="#">.GOV</a>

## Declaration

By submitting this application, you confirm:

- all the information you have provided is accurate to the best of your knowledge
- you have read the current GLA adult skills fund funding rules and understand the conditions of funding
- you accept that the GLA may ask for additional information to assess your application
- should any information you provide in your application be revealed to be incorrect your application may be rejected
- any proposed learning aims that do not meet the criteria and are not approved by the GLA cannot be funded using your GLA adult skills fund

Contact name	
Date when form was completed	

### **Other formats and languages**

For a large print, Braille, disc, sign language video or audio-tape version of this document, please contact us at the address below:

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City Hall  
Kamal Chunchie Way  
London SE1 2AA

Telephone **020 7983 4000**  
[www.london.gov.uk](http://www.london.gov.uk)

You will need to supply your name, your postal address and state the format and title of the publication you require.

If you would like a summary of this document in your language, please phone the number or contact us at the address above.