

# **GLA adult skills fund CPD to support disabled learners and learners with SEND**

Qualification application form

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# COPYRIGHT

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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 list of GLA adult skills fund learning aims eligible for the CPD to support disabled learners and learners with special educational needs (SEND) flexibility.

The list of eligible learning aims under this flexibility is published on the [GLA website](#) and updated periodically.

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Permission will not be granted for qualifications confirmed as, or scheduled to be, withdrawn from national funding approval, or for qualifications which have reached or are approaching their Operational End Date as recorded on the Ofqual [register of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: 'CPD to support disabled learners and learners with SEND flexibility'.

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, level, GLH, 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

The GLA adult skills fund CPD to support disabled learners and learners with SEND flexibility is outlined in the [GLA ASF funding and performance management rules 2024-25](#). The policy enables GLA ASF funded providers to access full funding for delivery of continuous professional development to eligible staff, for learning aims which upskill teaching or learning support staff to deliver improved specialist provision for disabled learners or learners with special educational needs.

This CPD flexibility can only be used to upskill staff who are:

- employed within publicly funded adult and further education sectors
- existing staff in teaching or learning support roles delivering specialist provision to learners who are disabled or who have special educational needs
- London residents, in line with the delegation arrangements for ASF

Only learning aims approved by the GLA in advance of enrolment will be fundable within this flexibility.

Your application should include details of the proposed learning aim(s) you wish to add to the list of eligible provision, including information on the qualification type and how the learning aim(s) will enable the upskilling of eligible teaching and learning support staff to deliver improved specialist provision for learners with disabilities and special educational needs.

Qualifications can cover a range of relevant skills including, but not limited to:

- understanding and/ or supporting learners with learning disabilities
- understanding and/or supporting learners with autism
- speech and language therapy
- supporting learners with hearing and/or vision impairments
- supporting learners with mental health or other emotional support needs

## 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 the GLA ASF CPD to support disabled learners and learners with SEND flexibility:

| 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 enable the upskilling of eligible teaching and learning support staff to deliver improved specialist provision for learners with disabilities or special educational needs. (**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 flexibility relevant qualifications   |     | <a href="#">Find a learning aim</a> |
| Learning aims are 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 the funding flexibility
- 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 through the CPD to support disabled learners and learners with SEND flexibility 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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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.