

MAYOR OF LONDON

GLA adult skills fund Level 3 Free Courses for Jobs regional flexibility

Qualification application form

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Greater London Authority
August 2024

Published by:
Greater London
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Copies of this report are available
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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 list of eligible provision under the GLA level 3 Free Courses for Jobs regional 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Permission will not be granted for qualifications confirmed as, or scheduled to be, withdrawn from national funding approval, or for qualifications which have reached or are approaching their Operational End Date as recorded on the Ofqual [register of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 with the subject line: 'Level 3 FCFJ regional 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, 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 level 3 FCFJ regional flexibility is outlined in the [GLA ASF funding and performance management rules 2024-25](#). The policy enables providers to use up to 50% of their FCFJ allocation to deliver regionally important technical, vocational or occupational level 3 qualifications, beyond the national FCFJ offer.

Only level 3 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 support learners to gain vocational, technical or occupational level 3 qualifications of regional importance to London, beyond the national FCFJ offer.

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 level 3 FCFJ regional flexibility:

Learning aim reference	Learning aim title	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 vocational, technical or occupational level 3 qualifications of regional importance to London, beyond the national FCFJ. (**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 regulated, non-prescribed level 3 qualifications		Find a learning aim
Learning aims are not part of national level 3 FCFJ offer		Find a learning aim
Learning aims are currently approved for MCA/GLA funding		Find a learning aim
Learning aims are regulated by Ofqual		Ofqual Register
Ofqual Qualification Types are technical, vocational or occupational		Ofqual Register
Ofqual Operational End Dates fall beyond academic year 2024-25		Ofqual Register
Learning aims are not known to be in scope for removal of funding approval, e.g., through reforms to post-16 qualifications		.GOV

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 level 3 FCFJ regional flexibility using your GLA FCFJ allocation

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

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.