

MAYOR OF LONDON

GLA Adult Skills Fund 2024 to 2025

Funding rates and formula for all providers

For the 2024 to 2025 funding year (1 August 2024 to
31 July 2025)

This document sets out details of the funding system used to fund activity paid for
from the adult skills fund

Version 2

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CONTENTS

What's new?	5
Introduction and purpose of the document	5
Understanding our terminology	7
The data used to calculate funding	7
The funding system features	7
The funding formula	8
Calculation	8
Disadvantage uplift	8
Area cost uplift	9
Financial contributions	10
Recognition of prior learning	11
Fully funded GLA initiatives	11
Funding rates	11
Principles	11
New adult skills funding rates for 2024 to 2025	13
Skills funding bands	14
Non-regulated formula-funded learning	16
London factor	17
Level 3 flexibility	18
Land-based qualifications	18
Work placement for 19–24-year-olds	19
Level 3 free courses for jobs	20
Prince's Trust Team Programme	22
Heavy Goods Vehicles (HGV) driver training	23
Earnings method	23
Principles	23
Qualifying period for funding	24
Distribution of funding over time	25
Recording late data in the ILR	27
Support Funding	27
Learning support	27
Learner support	28

ASF grant-funded providers paid on actual levels of delivery	28
Funding reports.....	29
Annex 1: List of SSAs with new skills funding bands and hourly rates	31
Annex 2: Recording GLA ASF grant-funded provision paid on profile.....	35
Annex 3: Recording GLA ASF grant-funded provision paid on actual levels of delivery	37

What's new?

The following points represent the key changes from version 1 of the 2024 to 25 ASF Funding Rates and Formula published in July 2024.

Section	Paragraph	Change
Throughout the Document		<p>The Education and Skills Funding Agency ("ESFA") closed on March 31, 2025, and its functions have been integrated into the Department for Education ("DfE").</p> <p>All reference to the Education Skills Funding Agency ("ESFA") have been replaced with the Department for Education ("DfE").</p>
Learning Support	121	<p>The funding calculation has been updated to handle most cases of short learning aims claiming learning support without the need of an EAS.</p>

Introduction and purpose of the document

1. This document sets out the principles and features of the Greater London Authority's (GLA) funding system for the adult skills fund (ASF) in the 2024 to 2025 funding year (1 August 2024 to 31 July 2025). These principles and features are primarily in line with those set nationally by the Department for Education (DfE). As such, this document may be amended from time to time, for example, to bring it in line with the national DfE Funding Rates and Formula should these be changed.
2. In 2024 to 2025, the GLA's ASF programme will only pay an amount different to the DfE's national programme under the following circumstances:
 - 2.1. we will fully fund some in-work learners that the DfE would co-fund
 - 2.2. we will fully fund some British Sign Language learning aims, which the DfE may in some circumstances co-fund

- 2.3. we will increase the weighted base rate of some ASF-fundable qualifications defined in paragraphs 67 to 70
- 2.4. we will fully fund eligible learning aims which support the upskilling of teaching or learning support staff to deliver improved specialist provision for disabled learners and learners with SEND within the adult/further education sector
- 2.5. we will fund some level 4 qualifications and selected licence to practice costs
- 2.6. we will fully fund some level 3 qualifications through the London flexibility in addition to the statutory entitlement and the level 3 free courses for jobs offer
3. These circumstances are laid out in more detail in the [GLA ASF grant funding and performance management rules](#).
4. This document describes how the 'formula-funded' earnings for the GLA adult skills fund and learning support for that delivery are calculated. 'formula-funded' activity is defined as that recorded under funding model 38 ('adult skills fund') or funding model 35 ('Adult Skills' for aims started prior to 1 August 2024).
5. All learning aims that started before 1 August 2024 and continue into the year 2024 to 2025 should remain being recorded in the ILR using funding model 35 ('adult skills'). The funding calculation from last year will continue to be used for these learning aims.
6. GLA-funded provision must be recorded under Source of Funding (SOF) 116.
7. This document does not include or describe:
 - 7.1. information relating to non-devolved ASF delivery funded by the DfE
 - 7.2. information relating to ASF learner funding devolved to the other Mayoral Combined Authorities
 - 7.3. the 'non-formula-funded' activity within the ASF which is reconciled through the funding claims process. This includes non-regulated learning that was previously formula funded and will be recorded under tailored learning (funding model 11). For more information on funding claims and tailored learning, refer to the [GLA ASF grant funding and performance management rules](#).
 - 7.4. learners funded through an Advanced Learner Loan. For more

information on these please refer to the national [advanced learner loans funding rules](#).

8. To understand how the funding system works, read this document together with:
 - 8.1. [GLA ASF grant funding and performance management rules](#)
 - 8.2. DfE [individualised learner record specification \(ILR\) for 2024 to 2025](#)
 - 8.3. DfE [provider support manual for 2024 to 2025](#)
 - 8.4. Any additional [technical guidance](#) for providers issued by the GLA

Understanding our terminology

9. The term 'we' refers to the Greater London Authority (GLA). When we refer to 'you' or 'providers', this includes colleges, higher education institutions, training organisations, local authorities and employers that receive funding from us to deliver education and training.

The data used to calculate funding

10. You give us information about learners and their learning using the national [individualised learner record](#) (ILR) data collection (recorded under SOF 116), the [GLA earnings adjustment statement](#) (EAS) and any other GLA data collections relevant to your type of provision. The funding system uses this information to work out the funding you have earned for delivering this learning.
11. Please refer to [the 2024 to 2025 individualised learner record specification \(ILR\)](#), the [2024 to 2025 provider support manual](#) and the [GLA ASF technical guidance note 2024 to 2025](#) for further details on recording GLA-funded ASF delivery.

The funding system features

12. The funding system has the following four features, which this document sets out in more detail:
 - 12.1. The **funding formula**, including uplifts to the funding rates to account for the extra costs that you may experience when delivering learning to some types of learners and in some locations, or where there are skills shortages
 - 12.2. The **funding rates** for learning aims and work placements

- 12.3. The **earnings method**, linked to delivery and achievement/completion
- 12.4. **Support funding** where extra help is needed for learners to achieve

The funding formula

Calculation

- 13. The funding formula is unchanged from last year:

Funding = rate x disadvantage uplift x area cost uplift

- 14. The basis for funding is the rate for the learning aim. The rates are changing for starts from 1 August 2024. For details of the new funding rates for 2024 to 2025 see the [new adult skills funding rates for 2024 to 2025](#) section.
- 15. The funding formula is adjusted to allow for geographical differences in the relative cost of delivery and to enable additional support for learners living in more disadvantaged areas. For further information see the [disadvantage uplift](#) and [area cost uplift](#) sections.
- 16. In some cases, we expect learners and employers to share responsibility for investing in eligible provision. We expect them to part- fund the cost of learning, known as 'co-funding'. For more information on co-funding, refer to the 'Contribution charts' section of the [GLA ASF grant funding and performance management rules](#).

Disadvantage uplift

- 17. The disadvantage uplift provides extra funding to support the most disadvantaged learners, recognising that they are sometimes more costly to recruit and retain. This principle is applied consistently across GLA 'formula-funded' adult skills fund provision. This is unchanged from last year.
- 18. To calculate the disadvantage uplift we use the [index of multiple deprivation \(IMD\) 2015](#) for ASF-funded new starts. This differs to the national approach taken by the DfE, which uses IMD 2019 as the basis for this calculation. Disadvantage uplift for delivery under the ringfenced Free Courses for Jobs offer will be calculated using the IMD 2019.
- 19. This results in a funding increase for learners living in the most deprived areas of London. Uplift is based on the learner's postcode (based upon the 'postcode prior to enrolment' [ILR](#) field). If required, the uplift factor is between 1.084 and 1.336, otherwise the factor is defaulted to 1.

20. The method used to calculate disadvantage factors from the IMD value is as follows:
 - 20.1. the IMD gives a value of relative deprivation for every lower layer super output area (LSOA) in England
 - 20.2. an uplift is applied to learners living in the 27% most deprived LSOAs
 - 20.3. the disadvantage uplift factor for the least deprived LSOA within that 27% is 1.084
 - 20.4. the disadvantage uplift factor for the most deprived LSOA is 1.336
 - 20.5. for LSOAs with IMD scores between those two points, disadvantage factors are calculated using a linear relationship within the 27% between the least deprived IMD score (28.324) and the most deprived IMD score (92.735), and their corresponding disadvantage factor values (1.084 and 1.336)
 - 20.6. for example, an increase of the IMD score value by 6.4411 (one tenth of the range from 27% to the most deprived) would correspond to an increase in disadvantage factor of 0.0252 (one tenth of the difference between 1.084 and 1.336)
 - 20.7. once a disadvantage factor has been calculated for an LSOA, it is applied to all postcodes within that LSOA, using postcode data published by the Office for National Statistics (ONS)
21. The disadvantage uplift factor at the start of the learning aim will apply throughout the duration of the learning aim.
22. The disadvantage uplift factors are the same in 2024 to 2025 compared to 2023 to 2024. The national disadvantage uplift factors are available at [uplift factors and postcode files](#).

Area cost uplift

23. The area cost uplift reflects the higher cost of delivering training provision in London.
24. Uplift is based on the 'delivery location postcode' recorded in the ILR. As the delivery location of distance and e-learning provision is not set, the area uplift factor is defaulted to 1 for these delivery methods.
25. The area cost uplift factors for London are:

London A 1.20	London B 1.12
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

26. The area cost uplift factors are available at [uplift factors and postcode files](#).
27. The area cost uplift factor at the start of the learning aim will apply throughout the duration of the learning aim. The area cost factors in the table above are the same in 2024 to 2025 compared to 2023 to 2024.

Financial contributions

28. If a learner meets the criteria for full funding (refer to the 'Provision and individuals we fund' section of the [GLA ASF grant funding and performance management rules](#), you can claim the full rate for the qualification. For co-funded learners, we expect the learner or employer to contribute so the

funding is reduced by 50% of the unweighted rate of the learning aim as shown in [find a learning aim](#).

29. Funding is reduced using the unweighted base rate because a learner should not contribute more for the same size of the learning aim just because that learning aim is more costly to deliver. This means that the GLA will contribute more towards learning aims with higher operational and delivery costs, such as engineering.

Recognition of prior learning

30. If you record data in the 'funding adjustment for prior learning' field on the [ILR](#), the funding formula is changed to reflect this. However, this does not change learning support funding.
31. If the learning aim does not use the restart indicator, the achievement/completion funding is reduced as well as the monthly instalments. This is because it is assumed that the learner has earned some achievement/completion funding within the prior learning.
32. If the learning aim uses the restart indicator, the monthly instalments are reduced, but the achievement/completion funding stays at 20% of the full funding rate

Fully funded GLA initiatives

33. Where the GLA funds learning delivery that would otherwise be co-funded or unfunded by the DfE, you must record DAM code 023 in the ILR, with the appropriate Full or Co-funding Indicator field coding.
34. The GLA will only fund learning aims differently than the DfE's national programme in the circumstances described in paragraph 2 of this document.

Funding rates

Principles

35. The list of regulated qualifications eligible under national arrangements for public funding are on the [find a learning aim](#) service on GOV.UK. The DfE update FALA regularly. For information about what is eligible for public funding, refer to [qualifications: eligible for public funding](#). The GLA will continue to work with the DfE to update this national list with any new qualifications developed to support ASF provision in London.
36. The GLA will also formula fund non-regulated qualifications that meet the GLA's definition of essential skills core. Qualifications funded via this

arrangement can be found on [FALA](#). The rates for these qualifications are calculated independently of the national formula.

37. Because rates can change between academic years and during the year (because of policy change or changes to the learning aim), each learning aim is funded at the rate that applies when the learner starts that learning aim. This principle is the same for a new start in the current funding year and a continuing learner from previous years. This rate will apply for the full duration of the learning aim and does not change between funding years.
38. The amount you earn recognises the relative value and costs of delivering provision in different sectors and subjects, and national rates are set by the DfE using the following criteria:
 - 38.1. funded guided learning hours (GLH) where the qualification is part of the regulated qualifications framework (RQF)
 - 38.2. hourly rates that recognise the relative costs of delivering training in different sectors and subjects and provides a boost for training in those sectors identified as having greatest skills needs. Sector uplifts are based on the SSA that awarding organisations decide. The Ofqual [register of regulated qualifications](#) and the [quality assurance agency](#) websites record the SSAs. Some components of qualifications can have multiple SSAs, where this happens, the DfE set the SSA.
39. There are some exceptions that do not use the criteria above. In these instances, the DfE set rates for some policy areas and specific learning aims such as work experience and HGV medical and certificates of competence.
40. An uplift will be added to the rate for all learners on qualifications that form part of the national free courses for jobs level 3 adult offer, more details can be found in paragraphs 80 to 87.
41. A rate is referred to as 'unweighted' when calculated using the base rate of £6.00 per hour. Once the rate is calculated using the appropriate skills funding band, it is referred to as the 'weighted rate'. After uplifts have been applied the rate is referred to as the 'aim value', as noted in the 'main occupancy report' provided by the DfE, and the 'GLA OCC' report. For more information on funding reports see the [funding reports](#) section.
42. All rates shown on the [FALA](#) service are fully funded rates for learners aged 19 and above for qualifications and non-regulated learning aims which meet the GLA definition of essential skills core. These rates are adjusted through the funding formula according to national and GLA policy (for example, if the government contributes only part of the full rate).

43. All learners funded through the 16 to 19 funding model that turned 19 in their second or subsequent funding year of a single programme of study continue to be funded through the 16 to 19 funding model.
44. Funding rates do not change depending on how you deliver the learning (for example, by delivering it online compared to in the classroom). Where rates are based on GLH, the rate is always the funded GLH in [FALA](#) regardless of how many hours you deliver the learning in.

New adult skills funding rates for 2024 to 2025

45. From the start of the 2024-25 academic year, the GLA will implement the new adult education funding model. What is currently known as the adult education budget (AEB) will, from August 2024, become the adult skills fund (ASF).
46. New national rates and skills funding bands (see paragraphs 56 to 58) will be used to fund all regulated formula funded provision starting on or after 1 August 2024.
47. Each guided learning hour that is assigned to the qualification will be funded at an hourly rate, depending on the skills funding band assigned to the SSA of the qualification. See Table 1: adult skills funding rates by band for details.
48. Each qualification will be funded according to the specific GLH and SSA assigned to the qualification.
49. Funding rates for individual qualifications are determined by multiplying the relevant hourly rate for the SSA of the qualification by the number of GLH as assigned by the awarding organisation and recorded on Ofqual's register of regulated qualifications.
50. Where an awarding organisation amends the GLH for a qualification on Ofqual's register, this change may not automatically be reflected in the associated funding rate. Therefore, there may be a difference between the GLH recorded on Ofqual's register and the GLH used for the funding rate.
51. In 2024 to 2025 [FALA](#) will show the funded GLH in addition to the Ofqual GLH so it is clear where there is a difference.
52. The Quality Assurance Agency for Higher Education (QAA) regulates access to higher education diplomas. The GLH for these qualifications is set at 600 hours.
53. Where a learning aim had a rate set in the previous funding year and is continuing into 2024 to 2025, this rate remains unchanged for 2024 to 2025.

54. We will also continue to formula-fund non-regulated provision which meets the GLA definition of essential skills core, and any learning aims specifically funded by the GLA only (e.g. aims in our licence to practice flexibility) using the single activity matrix (see paragraphs 62 to 64).
55. Where the GLA has set specific funding rates for delivery in London, these rates will be held in the [FALA](#) downloadable database ((LARS), version 10 onwards) and will form the basis of the funding calculation for GLA-funded provision. The DfE has also developed [FALA](#) to display any GLA-specific rates, and any rates specific to other devolved authorities, under the MCA/GLA funding validity category, alongside national adult skills fund rates.

Skills funding bands

56. Each SSA at tier 2 level has been assigned to one of the five new funding bands, see table 1. The funding bands for each SSA tier 2 are set out in [Annex 1](#).
57. All unweighted rates have been set to use the base rate of £6.00 per hour.

Table 1: adult skills funding rates by band

New adult skills funding band	Base	Low	Medium	High	Specialist
New hourly adult skills funding rate	£6.00	£7.20	£8.40	£9.60	£12.00

58. Here is an example of how rates are set taking Learning aim reference 60008817 Diploma in Engineering with funded GLH of 360:
- 58.1. the unweighted rate is calculated by multiplying the funded GLH of 360 by the base rate of £6.00 – this gives an unweighted funding rate of £2,160
- 58.2. the weighted rate is calculated by multiplying the funded GLH of 360 by £9.60 (which is the hourly adult skills funding rate for high funding band that engineering SSA is in)
- 58.3. this gives a weighted funding rate of £3,456
59. The following policy exceptions will remain for qualifications:
- 59.1. English GCSEs will be funded within the low funding band rather than the base funding rate band. This means they get a funding rate

of £864 in line with the GLH of 120 and in line with the funding rate for maths GCSE

- 59.2. functional skills in English entry level, level 1 and level 2, will continue to receive the current policy rate of £724
 - 59.3. functional skills in maths entry level will be funded at the current policy rate of £941, and level 1 and level 2 at £724
 - 59.4. the new digital functional skills qualifications will be funded under a different SSA's funding band. They will be treated as if they were in the digital technology (users) SSA from 2024 to 2025. This means the funding rate for the new digital functional skills qualifications will increase to £462 ((the new hourly skills funding rate for digital technology (users)) SSA is £8.40 and GLH for these qualifications is 55 hours)
60. If you offer English for Speakers of Other Languages (ESOL) qualifications, you may need to deliver additional learning to individual learners that incurs additional costs above the qualification rate. Where additional hours are required, you can record these on the ILR using the 'additional delivery hours' field, as detailed in the [ILR specification](#) and the [provider support manual](#).
61. ESOL top-up funding will be calculated using the ASF base funding rate of £6.00 per additional delivery hour, unless the ESOL learning aim is eligible for London factor funding uplift. More details on the eligibility of learning aims for London factor can be found in paragraphs 67 to 70.
62. Where London factor funding uplift applies to the ESOL learning aim, any ESOL top-up funding will be calculated using the GLA-specific rate of £6.90 per additional delivery hour.
63. The key steps for claiming top-up for an ESOL qualification that is planned to be delivered in 100 hours are:
- 63.1. identify the funded GLH of the ESOL qualification through [FALA](#)
 - 63.2. for example, learning aim reference 60140070 Level 2 Award in ESOL Skills for Life (reading) has funded GLH of 60 and a skills funding rate of £360
 - 63.3. calculate the additional hours required. This is the 100 planned hours minus the funded GLH value of the ESOL qualification. In this example the additional hours you need to record in the ILR are 100 minus 60 = 40

- 63.4. the funding calculation automatically calculates the additional funding as $40 \times £6.00 = £240$
- 63.5. the overall rate is then the original rate (£360) plus the top up amount (£240) which is £600

Non-regulated formula-funded learning

64. The GLA will continue to make formula-funding available for non-regulated learning, up to and including notional level 2, where it meets our definition of essential skills core, or for any non-regulated aims specifically funded by the GLA only (e.g., licence to practice).
65. Essential skills core, for this purpose, is defined as non-regulated learning aims with a tier 2 SSA of 6.1 ((digital technology (practitioners)), 6.2 (digital technology (users)), or 14.1 (foundations for learning and life).
66. The GLA will continue to use the single activity matrix (SAM) set out in Table 2 to determine the rate for non-regulated learning aims which remain formula-fundable:

Table 2: The single activity matrix for 2024 to 2025

Funding band hours	Activity type	Programme weighting (PW)				
		A-Base	B-Low	C-Med	D-High	E or G* (Specialist)
Up to 2	Very small provision (1)	£14	£16	£18	£22	£24
3 to 4	Very small provision (2)	£21	£24	£27	£34	£36
5 to 6	Very small provision (3)	£35	£39	£46	£56	£60
7 to 12	Small provision (1)	£50	£56	£65	£80	£86
13 to 20	Small provision (2)	£100	£112	£130	£160	£172
21 to 44	Small provision	£150	£168	£195	£240	£258

	(3)					
45 to 68	Medium provision (1)	£300	£336	£390	£480	£516
69 to 92	Medium provision (2)	£450	£504	£585	£720	£774
93 to 100	Medium provision (3)	£600	£672	£780	£960	£1,032
101 to 196	Large provision (1)	£724	£811	£941	£1,159	£1,246
197 to 292	Large provision (2)	£1,265	£1,417	£1,645	£2,025	£2,176
293 to 388	Large provision (3)	£1,987	£2,225	£2,583	£3,179	£3,417
389 to 580	Very large provision (1)	£2,573	£2,882	£3,345	£4,117	£4,425
581 to 1060	Very large provision (2)	£4,170	£4,670	£5,421	£6,671	£7,172
1061 or more	Very large provision (3)	£6,602	£7,395	£8,583	£10,564	£11,356

London factor

67. We will provide a 15 per cent London factor uplift for the following provision:

- 67.1. non-regulated formula-funded entry level essential skills core learning aims
- 67.2. regulated formula-funded entry level essential skills core learning aims
- 67.3. legal entitlements (English, maths and digital) at Level 2 and below
- 67.4. non-regulated formula-funded learning aims that are specific to the GLA (e.g. licence to practice)

68. Essential skills core, for the purposes of applying the London factor, is defined as learning aims with a tier 2 SSA of 6.1 (digital technology (practitioners)), 6.2 (digital technology (users)) or 14.1 (foundations for learning and life).
69. The London factor funding uplift for continuing learning, or restarts after a break in learning, on learning aims which started in previous academic years will remain at the rate applicable for that year, i.e. 15% for starts in 2023/24 and 13.5% for starts in 2022/23.
70. Learning aims which are eligible for London factor funding uplift will have a GLA-specific funding rate that includes the uplift amount, which can be found on [FALA](#). For example, learning aim reference 60022413 Level 1 Award for Proficiency in Number and Measure has a Greater London Authority weighted rate, including London factor uplift, of £497 (compared to a national weighted rate of £432).

Level 3 flexibility

71. We will continue to fully fund some level 3 qualifications through the London Flexibilities in addition to the statutory entitlement for 19-23 year olds, and the free courses for jobs level 3 offer. Further information on eligible qualifications and learner eligibility is provided in [the GLA ASF grant funding and performance management rules](#) and the [technical guidance note](#). Delivery through the London level 3 flexibility must be coded DAM 035 in the ILR.
72. All devolved area monitoring (DAM) codes and mechanisms for implementing the GLA flexibilities and policy changes for 2024 to 2025 will be published in the separate [technical guidance note \(TGN\)](#), and in the relevant section of [the ILR specification for 2024 to 2025](#).

Land-based qualifications

73. In adult skills provision, 3 SSAs include land-based qualifications:
 - 69.1 Agriculture (SSA T2 3.1)
 - 69.2 Horticulture and forestry (SSA T2 3.2)
 - 69.3 Animal care and veterinary science (SSA T2 3.3)
74. Funding for relevant land-based technical qualifications will have the specialist funding band applied where all of the following are met. If all 3 criteria are not met the provision will not be deemed specialist and will have the high funding band applied.
 - 70.1 where providers have a 'specialist status' as set out in annex C of [DfE funding](#)

[guidance for young people](#)

- 70.2 where the qualifications within the 3 land-based SSAs do not meet any of the exceptions in the next paragraph
 - 70.3 where a specialist provider delivers a qualification at their land-based location that met specific and additional criteria within the 3 SSAs
75. The types of qualifications that are eligible for the specialist funding band in table 1 above have been reviewed. Specialist funding rate will apply to all technical level 2 and 3 qualifications, except for the following:
- 71.1 qualifications where employment is a pre-requisite, this is because the training aspects requiring specialist equipment can take place on the employer's premises. Note that qualifications linked to occupational regulation and/or a certificate of competence are an exception to this and will be funded at the specialist funding rate
 - 71.2 qualifications within animal care and veterinary science SSA which are solely focused on domestic animal care
 - 71.3 floristry qualifications within horticulture and forestry SSA as they do not require specialist provision
 - 71.4 qualifications related to forest schools
 - 71.5 qualifications related to garden design and planning

Work placement for 19–24-year-olds

76. Workplace learning aims are identified through FALA using category code '[Adult Skills Fund – Work Placement \(code 74\)](#).' Work placement rates for placements starting from 1 August 2024 have been reviewed.
77. The minimum total length of work placement we will fund for a single learner is 70 hours.
78. The maximum total length of work placement(s) we will fund for a single learner is 240 hours. For more information, please refer to [the GLA ASF grant funding performance and management rules](#).
79. The learning aims for work placement are shown in Table 3 below:

Table 3: Adult skills funding rates by band for work placement learning aims

Learning aim reference	Learning aim title	Funding rate
Z0030000	Adult Skills Fund – Work Placement 70 to 80 hours	£450
Z0030001	Adult Skills Fund – Work Placement 81 to 160 hours	£724
Z0030002	Adult Skills Fund – Work Placement 161 to 240 hours	£1,265

80. For work placement aims, 20% of the rate for achievement/completion will not be held back. Instead, all the funding for the aim will be apportioned as monthly instalments.
81. There are some additional funding eligibility criteria for work placement learning aims which are described in the [GLA ASF grant funding performance and management rules](#).

Level 3 free courses for jobs

82. Additional funding is available through free courses for jobs (FCFJ) for adults who are studying a level 3 qualification from the national list of approved FCFJ qualifications and who meet the definition of being below the London Living Wage earnings threshold or are studying their first level 3 course. You can find more details in the [GLA ASF grant funding and performance management rules](#).
83. This learning will be funded like other ASF delivery, with the following exceptions:
- 83.1. learners eligible for this offer will be fully funded
 - 83.2. the weighted rate will be increased by £600 for eligible aims in category code 45 – ‘National Skills Fund Level 3 Free Courses for Jobs rate 1’
 - 83.3. the weighted rate will be increased by £150 for eligible aims in category code 46 – ‘National Skills Fund Level 3 Free Courses for Jobs rate 2’

- 83.4. the £150 or £600 will be increased by the area cost uplift and/or disadvantage uplift if applicable to that learning aim
84. GLA-funded providers have the additional flexibility to use up to 50% of their free courses for jobs allocation to fund level 3 qualifications which are not part of the national offer. For these qualifications, the funding calculation will not increase the weighted rate by £150 or £600.
85. Learning aims which are potentially eligible to be funded by the GLA through the FCFJ regional flexibility can be identified on [FALA](#) by category code 56 – ‘Free Courses for Jobs – MCA and GLA only flexible delivery qualifications’.
86. Only those learning aims approved by the GLA in advance of enrolment will be fundable within this flexibility. A list of the qualifications which can be used as part of this FCFJ regional flexibility will be provided on the GLA website.
87. You should use the learning delivery monitoring (LDM) code 378 (adult level 3 offer) for all FCFJ aims for both 19+ and 24+ learners.
88. Learners aged 19 to 23 (based on their age on the day they start the qualification) utilising FCFJ will be funded through your GLA ASF allocation.
89. Learners aged 24+ (based on their age on the day they start the qualification) will be funded through your GLA FCFJ allocation.
90. When recording learning delivery start from 1 August 2024 for learners who meet the [national earnings threshold](#) criteria or are unemployed, you must also record FFI code 1 and LDM code 391.
91. Where the learner meets the definition of being below the London Living Wage earnings threshold but earns above the [national earnings threshold](#), you must also record FFI code 1, DAM code 010 and DAM code 023.
92. Where a learner is aged 24 or older, has not achieved a first full level 3 qualification or above but does not meet the definition of being below the London Living Wage earnings threshold, you must also record FFI code 1 and DAM code 023.
93. When recording learners continuing their learning from funding year 2023 to 2024 who met the GLA definition of low wage eligibility, you must continue to also record FFI 1, LDM code 382 and DAM code 010.

Prince's Trust Team Programme

94. The programme rate has increased for new starts from 1 August 2024 to £3,204. This programme rate is the same for both employed and unemployed learners as this has been simplified this year.
95. You will earn the matrix rates for the award or certificate in 'Employment, Teamwork and Community Skills'. The qualifications you can use are in Table 4. You must also record the learners on the ILR using the Learning Delivery Monitoring (LDM) code 331.

Table 4: Qualifications for the Prince's Trust Team Programme 2024 to 2025

Qualification Title	Learning Aim Reference
Certificate in Employment, Teamwork and Community Skills	60023995
Certificate in Employment, Teamwork and Community Skills (Entry 3)	60027629
Award in Employment, Teamwork and Community Skills	60032121
Award in Employment, Teamwork and Community Skills	60032868
Award in Employment, Teamwork and Community Skills (Entry 3)	60033344
Certificate in Employment, Teamwork and Community Skills	60027307

96. If the funding rate is lower than the programme rate, you can claim additional funding from the qualification rate up to the value of the programme rate, using the 'Prince's Trust' section of the GLA EAS. We will monitor the amounts being claimed.
97. Table 5 shows the qualification funding rates, the maximum programme rate and the maximum additional funding you can claim where appropriate.

Table 5: Rates for the Prince’s Trust Team Programme for starts on or after 1 August 2024

	Award		Certificate	
	Fully Funded	Co-Funded	Fully-Funded	Co-Funded
Funding rate for aim	£444	£222	£1,512	£756
Maximum programme cost for				
...all learners	£3,204	£1,602	£3,204	£1,602
Maximum additional funding for				
...all learners	£2,760	£1,380	£1,692	£846

Heavy Goods Vehicles (HGV) driver training

98. The level 2 learning aims that prepare learners for the HGV licence are Ofqual regulated qualifications. These are funded in the same way as other regulated learning aims and can be found on [FALA](#) with [category code 50](#).
99. The HGV medical and certificates of professional competence (licence) have their own rates that allow eligible learners to be reimbursed for the cost. The HGV medical has [category code 51](#). The certificates of professional competence (licence) have [category code 52](#).
100. The HGV medical and certificates of professional competence do not attract disadvantage or area cost uplifts and funding is not held back for achievement /completion.

Earnings method

Principles

101. There may be changes to your earnings methodology for funding year 2024 to 2025 depending on your contract type and start date of the learning aim.
102. The following principles apply to the approach to calculating your earnings:
 - 98.1 funding is distributed over the duration of the course starting from the date the learner started

- 98.2 you earn funding for what you deliver, when you deliver it
- 98.3 funding is directly linked to achievement or completion depending on your type of contract and when the learning aim started
- 98.4 for aims funded through a **GLA grant funding agreement paid on profile** which start on or after 1 August 2024, funding is directly linked to the learner completing the learning aim or gaining employment
- 98.5 for aims funded through a **GLA grant funding agreement paid on actual levels of delivery** which start on or after 1 August 2024, funding remains directly linked to the learner **completing** and **achieving** the learning aim or gaining employment
- 98.6 for all continuing aims that started prior to 1 August 2024, funding remains directly linked to the learner **completing** and **achieving** the learning aim or gaining employment

Qualifying period for funding

If a learner is in learning for at least the qualifying period, they are counted as a 'funding start'. This is calculated from the ILR 'learning start date'. The different qualifying periods are shown in Table 6.

Table 6: The qualifying period for funding

Planned length of the learning aim	Qualifying period
168 days	42 days
14 to 167 days	14 days
Fewer than 14 days	1 day

- 103. Learners are treated as having qualified until a learning actual end date is recorded, at which point the actual length of the learning aim is calculated.
- 104. If a learner achieves/completes their learning aim in a shorter period than the qualifying period, then they are treated as having qualified.
- 105. If a learner generates on-programme earnings for passing a census date, then in a subsequent ILR return you record a learning actual end date (without an achievement/completion outcome) that does not meet the qualifying period, the funding for that learning aim will be clawed back.

Distribution of funding over time

106. For GLA grant-funded providers paid on profile, we will pay an amount each month based upon the monthly profile in your funding agreement and your allocation value. We then reconcile your funding after the final R14 ILR submission window using your earnings ('earnings' are what you have earned through your ILR and EAS data submissions). Therefore, for grant funded providers paid on profile, your month by month calculated earnings will not affect your monthly payments. Rather, it is the overall earnings over the academic year that feed into the reconciliation process.
107. If you are a GLA grant-funded providers paid on actual levels of delivery, we will pay you each month in arrears based upon your earnings through your ILR and EAS data submissions. The amount we pay each month may not match your earnings because of capping or because you have an outstanding debt with us.
108. Your earnings are calculated each month using the same process and system, regardless of the agreement you have with us. We show you these figures through your GLA funding reports.
109. Your earnings are based on monthly instalments plus an achievement/completion element. The achievement/completion element does not apply to HGV medicals, HGV licences or work placements.
110. 20% of the weighted rate for each learning aim is held back, and will only be generated when the learner achieves/completes their learning aim. You earn all achievement/completion elements on the learning actual end date recorded on the ILR.
111. Monthly instalments are calculated once the achievement/completion element (20%) has been removed. These instalments are spread out over the number of planned months for the learning aim, with a double payment in the first month. The instalment calculation uses the formula ' $n+1$ ', where ' n ' is the number of planned months. The formula recognises the upfront costs associated with enrolling a learner on a learning aim.
112. You earn the instalments if the learner is in learning on each census date (the last calendar day of every month). The planned number of months is calculated from the 'learning start date' and the 'learning planned end date' in the ILR.
113. If the learner leaves early, the monthly instalments stop. However, for eligible learners you will be paid a job outcome payment, which will be half of the achievement/completion element. If the learner then goes on to

achieve/complete the learning aim, you will earn the outstanding monthly instalments and the rest of the achievement/completion element. For more information on job outcomes, refer to the version to the [GLA ASF grant funding and performance management rules](#).

114. Figure 1 and 2 show examples of the earnings methodology for a learner starting a course in September, with a planned end date in June, and completing/achieving in June. It shows how you earn funding for a course with a total cost of £1,000 over the period of learning: nine monthly on-programme payments (OPP) of £80, plus an additional monthly OPP of £80 in the first month and an achievement/completion payment of £200.

Figure 1: Example of the earnings methodology for aims starting on or after 1 August 2024 and funded from a GLA grant funding agreement paid on profile

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
	Learning aim monthly instalments											
Instalments		OPP	OPP	OPP	OPP	OPP	OPP	OPP	OPP	OPP	Completion element	
		OPP										
Example		£160	£80	£80	£80	£80	£80	£80	£80	£80	£200	

Figure 2: Example of the earnings methodology for aims funded from a GLA JSFL funding agreement paid on actuals, and all aims continuing from 2023 to 2024

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
	Learning aim monthly instalments											
Instalments		OPP	OPP	OPP	OPP	OPP	OPP	OPP	OPP	OPP	Achievement element	
		OPP										
Example		£160	£80	£80	£80	£80	£80	£80	£80	£80	£200	

Recording late data in the ILR

115. If a learner is continuing learning at the final R14 data collection at the end of the year, but you record in the subsequent ILR year that they should have left in the previous ILR year, you will have earned funding that you need to pay back.
116. For example, at R14 in the 2023 to 2024 ILR you record a learner as starting on 12 July 2024 and continuing at R14. In the 2024 to 2025 ILR you record them as leaving on 18 July 2024. In this scenario, they will have earned a monthly on-programme payment in July 2024 from the 2023 to 2024 ILR that will need to be paid back.
117. You can pay this funding back through the [EAS](#) by recording a negative figure in the 'authorised claims' adjustment type. You do not need GLA permission to use this adjustment type to pay back funding, you only need permission to use this adjustment type to claim funding. However, please let us know the details behind the adjustments you are repaying funding for by [emailing funding.monitoring@london.gov.uk](mailto:funding.monitoring@london.gov.uk).
118. For more information on recording late data in the ILR, please refer to the 'The impact of incomplete information' section of the [provider support manual](#).

Support Funding

Learning support

119. You can access this funding through the Adult Skills Fund and you record this against a learner's learning aim in the [ILR](#).
120. If you record Learning Support against a learning aim in the ILR, you will earn a fixed monthly rate of £150. We expect the total you earn from the monthly rate to be enough to cover your costs. If the cost of providing support to a learner exceeds the total earned from the fixed monthly rate, you can claim this excess through the [EAS](#).
121. For learning aims with a planned length of less than one calendar month, the funding calculation has been changed so that, in most cases, you should no longer need to use the EAS to claim the learning support. However, if you see that this funding has not been reflected in your funding reports, and we expect this to be in exceptional cases only, then please claim the entire cost of the learning support through the [EAS](#), instead of just the excess.
122. If Learning Support is more than £19,000, you can claim exceptional learning support (ELS) using the [GLA exceptional learning support cost form](#); you do

not claim the amount above £19,000 through the EAS. The EAS can only be used for claiming the amount up to £19,000 (subtracting what you may have earned through the ILR). For more information, refer to [GLA ASF grant funding and performance management rules](#).

123. If you are claiming Learning Support for a learner who is studying an apprenticeship learning aim and a non-apprenticeship learning aim in the same month, funding will be attributed to the appropriate apprenticeships budget, not your GLA-funded ASF budget. Refer to the [provider support manual](#) for details on how to code the ILR to make a claim.

Learner support

124. Learner Support is available to provide financial support for learners with a specific financial hardship preventing them from taking part or continuing in learning.
125. Learner Support is not formula-funded and cannot be claimed through the ILR.
126. All GLA-funded providers must report Learner Support costs using the [EAS](#), and complete a mid-year and year end funding forecast and a final funding claim, to receive funding for Learner Support. For further information, please see the [GLA ASF TGN](#) and [GLA EAS guidance](#).

ASF grant-funded providers paid on actual levels of delivery

127. ASF grant-funded providers that are paid based on actual levels of delivery must use DAM code 002 to identify all learning aims delivered under their agreements. DAM code 002 will distinguish grant-funded ASF delivery paid on actuals from grant-funded ASF delivery paid on profile. These agreements will be referred to as procured contract types for the purposes of ILR reporting. For 2024 to 2025 academic year this requirement applies to delivery under Jobs and Skills for Londoners (JSFL) funding agreements.
128. You will be able to draw down a fixed payment of £400 (before any disadvantage uplift) from your annual ASF allocation on the achievement by a learner of an ASF job outcome that meets the definition of 'good work' set out in the [GLA ASF grant funding and performance management rules](#).
129. To claim an ASF job outcome payment, you must be able to demonstrate that:
- 126.1 The learner has already completed one or more adult skills learning aims that, taken together, last for a minimum duration of 55 guided

learning hours; and

126.2 Within six months of completing their programme of learning, the learner has entered employment, and apprenticeship or a paid supported work placement that meets the definition of 'good work', i.e. it:

126.2.1 is expected to last at least four weeks

126.2.2 pays a basic salary of at least the London Living Wage

126.2.3 is for a minimum of 16 hours per week, and

126.2.4 does not involve the use of zero-hours contracts

130. If you have supported a learner to achieve self-employed status in sectors where self-employment is a pre-requisite to employment, and the criteria set out in the [GLA ASF grant funding and performance management rules](#) is met, a 'good work' job outcome can also be claimed.

131. ASF job outcomes must be reported in the ILR through use of the GLA-specified Jobs and Skills Programme Outcome Payment learning aim (Z0010084), coded as Funding Model 38. For more detail please refer to the [GLA ASF TGN](#).

132. ASF job outcome payments will be processed as part of your monthly ILR return.

133. Only one ASF job outcome per learner per academic year can be claimed.

Funding reports

134. Funding reports will continue to be provided to you by both the DfE and the GLA, to show you what funding has been calculated for your delivery. These will range from headline funding reports to detailed reports at learner and learning aim level; like the funding summary reports and occupancy reports provided last year. More detailed guidance about reports generated by the DfE from ILR data will be published [here](#).

135. You will receive an initial set of reports from the DfE when you submit your ILR data that will indicate how much you have earned based on national funding rules. There will be two main reports for formula-funded adult skills fund provision:

137.1 Occupancy report - this report gives the most detailed information at

learner and learning aim level

- 137.2 Funding summary report – this report gives you the aggregated information by month and for each funding line type (subcategories within the budget)
136. You will also receive a final set of reports from the GLA – the ‘GLA OCC’ and ‘GLA FSR’ – after the GLA has received and processed your ILR and EAS data, indicating how much you have earned based on any GLA-specific funding rules. Earnings values in these reports will be mirrored by the delivery values for your GLA project(s) in the GLA OPS programme management system.
137. As the budget has changed from AEB to ASF the funding lines will change accordingly, these will be reflected in your funding reports.
138. All learning aims that started before 1 August 2024 and continue into the year 2024 to 2025 should remain being recorded in the ILR using funding model 35 (‘adult skills’). The AEB funding calculation from last year will continue to be used for these learning aims.
139. The information from the calculations for funding model 35 and funding model 38 will be merged into a single updated occupancy report and GLA OCC, and similarly the funding summary report and GLA FSR will contain information from both calculations.

Annex 1: List of SSAs with new skills funding bands and hourly rates

	SSA Tier 2 Description	Skills funding Band	Hourly skills funding rate from 1 Aug 2024
1	Health, public services and care		
1.1	Medicine and dentistry	Medium	£8.40
1.2	Nursing and subjects and vocations allied to medicine	Medium	£8.40
1.3	Health and social care	Medium	£8.40
1.4	Public services	Low	£7.20
1.5	Child development and wellbeing	Low	£7.20
2	Science and mathematics		
2.1	Science	Medium	£8.40
2.2	Mathematics and statistics	Low	£7.20
3	Agriculture, horticulture and animal care		
3.1	Agriculture	Specialist/High	£12.00/ £9.60
3.2	Horticulture and forestry	Specialist/High	£12.00/ £9.60
3.3	Animal care and veterinary science	Specialist/High	£12.00/ £9.60
3.4	Environmental conservation	Medium	£8.40
4	Engineering and manufacturing technologies		

4.1	Engineering	High	£9.60
4.2	Manufacturing technologies	High	£9.60
4.3	Transportation operations and maintenance	High	£9.60
5	Construction, planning and the built environment		
5.1	Architecture	Medium	£8.40
5.2	Building and construction	High	£9.60
5.3	Urban, rural and regional planning	Medium	£8.40
6	Digital technology		
6.1	Digital technology (practitioners)	Medium	£8.40
6.2	Digital technology (users)	Medium	£8.40
7	Retail and commercial enterprise		
7.1	Retailing and wholesaling	Low	£7.20
7.2	Warehousing and distribution	Low	£7.20
7.3	Service enterprises	Low	£7.20
7.4	Hospitality and catering	Medium	£8.40
8	Leisure, travel and tourism		
8.1	Sport, leisure and recreation	Low	£7.20
8.2	Travel and tourism	Base	£6.00
9	Arts, media and publishing		
9.1	Performing arts	Low	£7.20
9.2	Crafts, creative arts and design	Medium	£8.40
9.3	Media and communication	Low	£7.20

9.4	Publishing and information services	Low	£7.20
10	History, philosophy and theology		
10.1	History	Base	£6.00
10.2	Archaeology and archaeological sciences	Low	£7.20
10.3	Philosophy	Base	£6.00
10.4	Theology and religious studies	Base	£6.00
11	Social sciences		
11.1	Geography	Low	£7.20
11.2	Sociology and social policy	Base	£6.00
11.3	Politics	Base	£6.00
11.4	Economics	Base	£6.00
11.5	Anthropology	Base	£6.00
12	Languages, literature and culture		
12.1	Languages, literature and culture of the British Isles	Base	£6.00
12.2	Other languages, literature and culture	Base	£6.00
12.3	Linguistics	Base	£6.00
13	Education and training		
13.1	Teaching and lecturing	Low	£7.20
13.2	Direct learning support	Low	£7.20
14	Preparation for life and work		
14.1	Foundations for learning and life	Base	£6.00
14.2	Preparation for work	Base	£6.00

15	Business, administration and law		
15.1	Accounting and finance	Low	£7.20
15.2	Administration	Base	£6.00
15.3	Business management	Low	£7.20
15.4	Marketing and sales	Base	£6.00
15.5	Law and legal services	Base	£6.00

Annex 2: Recording GLA ASF grant-funded provision paid on profile

The tables below are a simple guide on how each element of funding is claimed and recorded under each of the ILR funding models.

Table 1: Qualifications, units of qualifications, non-regulated learning aims which meet the GLA definition of essential skills core, work placements, HGV medicals and HGV certificates of competence

Funding model	38 – adult skills fund (starts from 1 August 2024)	35 – adult skills (started before 1 August 2024)
Qualification/learning aim	Uses new rate (based on GLH and SSA) if FCFJ adds on the £150/£600 uplift, and holds back 20% for completion*	Uses matrix rate (if FCFJ adds on £150/£600 uplift) and holds back 20% for achievement*
Learning support	£150 per month for each month required as recorded on ILR	£150 per month for each month required as recorded on ILR
Learner support	Record on EAS	Record on EAS
Excess learning support	Record on EAS	Record on EAS
Prince's Trust additional funding	Record on EAS	Record on EAS
Authorised claims	Record on EAS	Record on EAS
Exceptional learning support	Claim any funding above the £19,000 on the GLA ELS cost form	Claim any funding above the £19,000 on the GLA ELS cost form

* 20% not held back for work placements, HGV medicals or HGV certificates of competence.

Table 2: Non-regulated learning aims (excluding non-regulated learning aims which meet the GLA definition of essential skills core, work placements, HGV medicals and HGV certificates of competence)

Funding model	11 – Tailored Learning (starts from 1 August 2024)	35 – Adult Skills (started before 1 August 2024)	10 – Community Learning (started before 1 August 2024)
Qualification/learning aim	Include in Tailored learning Funding Claim	Uses matrix rate and holds back 20% for achievement	Include in Tailored learning Funding Claim
Learning support	Include in Tailored learning Funding Claim	£150 per month for each month required as recorded on ILR	Include in Tailored learning Funding Claim
Learner support	Include in Tailored learning Funding Claim	Record on EAS	Include in Tailored learning Funding Claim
Excess learning support	Include in Tailored learning Funding Claim	Record on EAS	Include in Tailored learning Funding Claim
Prince's Trust additional funding	n/a	n/a	n/a
Authorised claims	n/a	Record on EAS	n/a
Exceptional learning support	n/a	Claim any funding above the £19,000 on the GLA ELS cost form	n/a

Annex 3: Recording GLA ASF grant-funded provision paid on actual levels of delivery

The tables below are a simple guide on how each element of funding is claimed and recorded under each of the ILR funding models.

Table 1: Qualifications, units of qualifications, non-regulated learning aims which meet the GLA definition of essential skills core, work placements, HGV medicals and HGV certificates of competence

Funding model	38 – adult skills fund (starts from 1 August 2024)	35 – adult skills (started before 1 August 2024)
Qualification/learning aim	Uses new rate (based on GLH and SSA) if FCFJ adds on the £150/£600 uplift, and holds back 20% for achievement*	Uses matrix rate (if FCFJ adds on £150/£600 uplift) and holds back 20% for achievement*
Learning support	£150 per month for each month required as recorded on ILR	£150 per month for each month required as recorded on ILR
Learner support	Record on EAS	Record on EAS
Excess learning support	Record on EAS	Record on EAS
Prince's Trust additional funding	n/a	n/a
Authorised claims	Record on EAS	Record on EAS
Exceptional learning support	Claim any funding above the £19,000 on the GLA ELS cost form	Claim any funding above the £19,000 on the GLA ELS cost form

* 20% not held back for work placements, HGV medicals or HGV certificates of competence.

Table 2: Non-regulated learning aims (excluding non-regulated learning aims which meet the GLA definition of essential skills core, work placements, HGV medicals and HGV certificates of competence)

Funding model	11 – tailored learning (starts from 1 August 2024)	35 – adult skills (started before 1 August 2024)	10 – community learning (started before 1 August 2024)
Qualification/learning aim	n/a	Uses matrix rate and holds back 20% for achievement*	n/a
Learning support	n/a	£150 per month for each month required as recorded on ILR	n/a
Learner support	n/a	Record on EAS	n/a
Excess learning support	n/a	Record on EAS	n/a
Prince's Trust additional funding	n/a	n/a	n/a
Authorised claims	n/a	Record on EAS	n/a
Exceptional learning support	n/a	Claim any funding above the £19,000 on the GLA ELS cost form	n/a

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