

**MAYOR OF LONDON**

# **London Talent Pathways Application Guidance**



**Version 3**

## COPYRIGHT

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## Clarification Table

The following table represents the key clarifications from version 1 of the London Talent Pathway published in October 2025.

Section	Date	Change
Block 3	3 November	We have added the following clarification on page 9:  “if you’ve had a Grade 3 (requires improvement) for the Adult Learning Programmes’ section of your latest Ofsted report and a follow-up monitoring visit within the last 2 years and received a grade of at least ‘reasonable/significant progress’ across the majority of areas, you would be eligible for funding”
Block 9	3 November	We have added the following clarification on page 38:  “Maximum amount of suggested delivery that an organisation can apply for both as a lead provider and/or a subcontractor”
Block 3	21 November	We have added the following clarification on page 9:  “To clarify, you are not required to have previous experience of submitting data via the ILR but you should have the capacity and capability to collect and submit data in line with the ILR specification as this data is required for payments and reporting under the programme.”
Block 7	25 November	Question 7.6 in the application guidance has had a typo amended to match the question on GLA OPS.

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## Introduction

This document sets out the list of questions that bidders must respond to when submitting an application for funding through the London Talent Pathways (LTP). It also provides guidance for bidders on what is required to complete each section of the application. This document should be read alongside the LTP Prospectus (the Prospectus) and other accompanying documents. Please read all documents listed below in their entirety to submit an eligible application.

Documents
London Talent Pathways Prospectus
London Talent Pathways Application Guidance
London Talent Pathways Delivery Plan
London Talent Pathways GLA OPS Guidance
London Talent Pathways Due Diligence Requirements and Guidance
London Talent Pathways Equality Impact Assessment
London Talent Pathways Employers Privacy Notice

Applications must be completed and submitted via the GLA's Open Project System (GLA OPS). You will be required to register on GLA OPS in advance of submitting your application.

The London Talent Pathways GLA OPS Guidance document provides information on how to register and use GLA OPS. As stated in the Prospectus, bidders will be required to have **a valid UK Provider Reference Number (UKPRN)** with the UK Register of Learning Providers (UKRLP) and a track record of skills and training provision at **a delivery site located within London**, in order to have a valid application.

The GLA OPS application portal is divided into eleven separate 'blocks'. Each block corresponds to a section of the application provided below. Bidders must complete all sections of the application on GLA OPS for their application to be considered.

Please ensure you allow sufficient time to complete all sections of the GLA OPS application portal before the deadline. We recommend drafting your responses in a separate document (e.g., Microsoft Word) before entering them into the system. This helps prevent loss of work due to potential session timeouts, especially if you're writing longer answers directly in the platform. When updating your application, make sure to click 'Edit' and then 'Done' to save your changes.

Please note, we will not accept late submissions, so please ensure to complete and submit your application in good time before the set deadline (**17:00 on Monday, 8 December 2025**).

If you, however, experience technical issues please report those via email ASAP to [skills-ops@london.gov.uk](mailto:skills-ops@london.gov.uk) and CC [asfcompetition@london.gov.uk](mailto:asfcompetition@london.gov.uk) and provide a brief description and **screenshot evidence of error(s) and/or error message(s)**.

**IMPORTANT** We will only review reported issues submitted to [skills-ops@london.gov.uk](mailto:skills-ops@london.gov.uk) and CC [asfcompetition@london.gov.uk](mailto:asfcompetition@london.gov.uk) before 17:00 on the day of the deadline (Monday, 8 December 2025). Issues reported after this time will be considered late submissions.

This competition is not a procurement exercise, and therefore not subject to the Procurement Act 2023. Awards will be made in line with the process set out in the Prospectus and this document.

The GLA will notify bidders of the outcome of the evaluation and provide general feedback to unsuccessful bidders in June 2026. The GLA will not consider appeals regarding the final award decisions made.

## Application Guidance

### Block 1 - Organisation Details

Organisation Details is the first section of the application which requires information about the bidder. You must complete all the fields since they are mandatory.

**Please ensure that the main contact email and the secondary contact email are business account email addresses. Any personal email accounts will not be considered.**

	Organisation Details
	Question
1	Enter a brief project description
2	Main contact
3	Main contact email (business account)
4	Main contact phone number
5	Secondary contact
6	Secondary contact email (business account)
7	Secondary contact phone number

## Block 2 – Parent Organisation Details

Block 2 of the application asks for details of your parent organisation in case you have one. You must complete all fields unless they do not apply to your organisation. You need to provide answer to question **2.1** regardless.

You must provide details of your immediate parent company (the direct owner of a subsidiary company, holding a majority or controlling stake in its shares or voting rights) or ultimate parent company (the topmost company within the hierarchy of the entire organisation) at **2.2 - 2.5** if applicable.

Block 2	Parent Organisation Details
Question number	Question
2.1	Are you part of an organisation/group of organisations (parent or group company)
2.2	Name of your immediate parent company
2.3	Registration number of immediate parent company
2.4	Name of ultimate parent company
2.5	Registration number of ultimate parent company



## Block 3 – Mandatory Exclusion Criteria

Based on the responses provided in the following section, the GLA reserves the right not to take forward your application upon considering the information provided.

This section of the application asks questions which may result in excluding your organisation from the competition. You must respond to **all** the questions in this section. All questions in this section are Mandatory Fail questions, meaning that if any of the criteria is not met, the bidder's application will automatically fail and will be excluded from the competition.

As stated in the Prospectus, bidders must have a track record of skills and training provision at a delivery site located within London. Bidders must indicate that they meet the criteria at **3.0**, **3.1** and **3.2**. For the purpose of this programme, providers are required to operate from a physical learning delivery site within London. Bidders must indicate this at **3.3** and **3.4**. Where you answer 'No' to questions **3.0**, **3.1** and **3.3**, GLA will not evaluate your application further.

Bidders must confirm that they have the capacity and capability for data and evidence collection, management, and reporting including the submission of performance management data through the ILR. To clarify, you are not required to have previous experience of submitting data via the ILR, but you should have the capacity and capability to collect and submit data in line with the ILR specification as this data is required for payments and reporting under the programme. This must be indicated at question **3.6**. Where you answer 'No' to question **3.6**, GLA will not evaluate your application further.

The Prospectus also states that bidders assigned an overall Grade 4 (inadequate) rating at their most recent Ofsted inspection will not be considered in this competition. You must indicate your response at **3.8**. If you respond 'Yes' to question **3.8**, the rest of your application will not be evaluated.

Bidders must indicate at question **3.9** if their organisation has a Grade 3 (requires improvement) or a Grade 4 (inadequate) rating of the Adult Learning Programmes' section in their latest Ofsted report. If you respond 'Yes' to question **3.9**, the rest of your application will not be evaluated. However, if you've had a Grade 3 (requires improvement) for the Adult Learning Programmes' section of your latest Ofsted report and a follow-up monitoring visit within the last 2 years and received a grade of at least 'reasonable/significant progress' across the majority of areas, you would be eligible for funding.

In addition, if you have not been inspected by Ofsted but have had a monitoring visit in the last two years and received a grade of at least 'reasonable/significant progress', you would be eligible for funding. Furthermore, if you haven't had an Ofsted or Ofsted monitoring visit but have delivered adult training qualifications by a certified awarding body in the past three years, you would be eligible for funding. However, if you respond with a 'No' to questions **3.11**, **3.12** and **3.14** which are mandatory fail questions, GLA will not evaluate your

application further. Finally, if your response to question **3.13** is 'Yes', GLA will not evaluate your application further.

<b>Block 3</b>	<b>Mandatory Exclusion Criteria</b>
<b>Question number</b>	<b>Question</b>
3.0	Does your organisation have a valid UKPRN?
3.1	Has your organisation delivered education and training services to adults aged 19 or over at an established delivery site based in London?
3.2	Specify your previous delivery address(es) based in London and how long you have been using the delivery site(s)
3.3	Can you confirm that your proposed delivery site(s) is/are in London for the purpose of this programme?
3.4	Specify the address of your main proposed delivery site(s) in London
3.5	Specify the borough(s) of your main proposed delivery site(s) in London
3.6	Does your organisation have experience using appropriate management information systems to collect and submit accurate programme data via the Individualised Learner Record System (ILR)?
3.7	Has your organisation had an Ofsted inspection visit in the last four years?
<b>Conditional questions: if 'Yes' is chosen at 3.7 the below two questions (3.8, 3.9) will appear</b>	

3.8	Has your organisation been assigned a Grade 4 (Inadequate) rating at your most recent Ofsted inspection?
3.9	Has your organisation been assigned a Grade 3 (Requires Improvement) or a Grade 4 (Inadequate) rating for your Adult Learning Programmes section in your most recent Ofsted report?
3.10	Has your organisation had an Ofsted monitoring visit in the last two years?
<b>Conditional questions if 'Yes' is chosen at 3.10 the below question 3.11 will appear, If 'No' Question 3.12 will appear</b>	
3.11	Has your organisation received a grade of at least reasonable / significant progress in the majority of areas in your most recent monitoring visit?
3.12	Has your organisation delivered adult training qualifications by a certified awarding body in the past three years?
3.13	Has your organisation held a prior public agreement that was terminated early as a result of failure to deliver the service requirements within the agreement or due to a breach of agreement within the past four years?
3.14	Does your organisation have in place the necessary organisational and technical resources, such as comprehensive policies and procedures, to ensure compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This should include policies and procedures covering data protection such as data subject rights and data sharing, breach management, and information security measures.

## Block 4 – Discretionary Exclusion Criteria

Similar to Block 3, this section of the application asks some standard selection questions which may lead to your organisation being excluded from the competition unless satisfactory evidence is presented. Bidders must respond to **all** the questions in this section. All questions in Block 4 are **Discretionary Exclusion** questions.

Where you respond ‘Yes’ to any of the questions **4.1- 4.22**, you will be prompted to provide further information and/or upload evidence regarding your answer. For question **4.1**, please note that you should not select “**None of the above**” if you have chosen any other options.

GLA officials may contact you for further information, and may, at their discretion, exclude you from the competition where sufficient assurance has not been provided that the issue has been addressed.

Block 4	Discretionary Exclusion
Question number	Question
<b>Convictions</b>	
4.1	Indicate if, within the past seven years the registered directors of your organisation or any other person who has powers of representation, decision or control in the organisation have been convicted anywhere in the world of any of the offences within the summary below
<b>Conditional questions: if any of the options apart from ‘None of the above’ are chosen at 4.1 the below two questions will appear once – If ‘none of the above’ is chosen the applicant will move onto Question 4.4 Bankruptcy Section</b>	
4.2	Provide further details including but not limited to: <ul style="list-style-type: none"> <li>• date of conviction</li> <li>• specify which of the grounds listed the conviction was for</li> <li>• the reasons for conviction, and</li> <li>• identity of who has been convicted</li> </ul>

4.3	You may upload any supporting documentation regarding the conviction
<b>Bankruptcy</b>	
4.4	Has your organisation been declared bankrupt or been the subject of insolvency proceedings within the past three years?
<b>Conditional questions if 'yes' is chosen to 4.4, the below two questions (4.5, 4.6) will appear – If 'No' is chosen at 4.4 applicant will move to 4.7 Compliance Section</b>	
4.5	Provide further details of your organisation's bankruptcy or insolvency within the past three years
4.6	You may upload any supporting documentation regarding the bankruptcy or insolvency
<b>Compliance</b>	
4.7	Has it been established that your organisation has been in breach of obligations relating to the payment of tax or social security contributions within the past five years?
4.8	If answered 'Yes'  Provide details.
4.9	Has your organisation been found guilty of grave professional misconduct in the past five years?
4.10	If answered 'Yes', Provide details of the professional misconduct
4.11	Has your organisation's previous activities resulted in significant repayment to or withdrawal of funding by a funder or contracting organisation (£50,000 or 5% of contract value, whichever is lower)?

4.12	<p>If answered 'Yes'</p> <p>Provide details of the repayment or withdrawal</p>
4.13	<p>Has your organisation failed to repay funding due to a funder or contracting organisation in excess of £50,000 or 5% of contract value (whichever is lower) in the last three years?</p>
4.14	<p>If answered 'Yes'</p> <p>Provide details of the failed funding repayment</p>
4.15	<p>Have there been any significant awarding body irregularities identified in your organisation's award of qualifications over the last three years?</p>
<p><b>Conditional questions if 'yes' is chosen to 4.15, the below two questions (4.16, 4.17) will appear – If 'No' is chosen at 4.15 applicant will move to 4.18</b></p>	
4.16	<p>If answered 'Yes'</p> <p>Provide details of any irregularities in your organisation's award of qualifications</p>
4.17	<p>If answered 'Yes' at 4.15</p> <p>You may upload any supporting documentation regarding the irregularities identified in your organisation's award of qualifications.</p>
4.18	<p>Have there been any significant irregularities identified in the processing of learner documentation within your organisation over the last three years?</p>
<p><b>Conditional questions if 'yes' is chosen to 4.18, the below two questions (4.19, 4.20) will appear – If 'No' is chosen at 4.18 applicant will move to 4.21</b></p>	
4.19	<p>If answered 'Yes'</p>

	Provide details of irregularities in the processing of learner documentation
4.20	You may upload any supporting documentation regarding the irregularities identified in your organisations processing of learner documentation
4.21	Has your organisation been prosecuted for a breach of health and safety or safeguarding legislation in the past three years?
4.22	If answered 'Yes'  Provide details of the health and safety or safeguarding legislation breach

## Block 5 – Subcontractor Details

Block 5 of the application asks for information on any subcontracting arrangements you intend to have in place. You must indicate at **5.1** whether you intend to use subcontractors or not.

If you intend to subcontract your provision, you will be required to comply with the requirements set out in the [GLA ASF Funding and Performance Management Rules](#). The latest published Funding Rules relate to the 2025-26 academic year. Draft Funding Rules for the 2026-27 academic year will be published in March 2026. Registered bidders will be notified of publication of the Draft Funding Rules for the 2026-27 academic year in March 2026. Please refer to the [Information for GLA ASF Providers](#) webpage for the latest available version.

As stated in the Prospectus, successful bidders will be able to subcontract a maximum of **25 per cent** of their total allocation. Where organisations receive an allocation for ASF and FCfJ, the 25 per cent maximum subcontracting will apply separately to both ASF and FCfJ allocations.

**Please note that adding the UKPRN for each subcontractor is mandatory and GLA reserves the right not to process your application further if this information is missing.**

Successful organisations are responsible for undertaking necessary due diligence on their subcontractors and must complete Block 6 – Subcontractor Exclusion Criteria to the best of their knowledge.

Block 5	Subcontractor Details
Question number	Question
5.1	Does this project have subcontractors?
5.2	Will you ensure that, if successful, your due diligence and management processes for subcontractors comply with the GLA funding rules, including completing a declaration of interests check for planned subcontracting.



After answering questions **5.1** and **5.2**, you will have the option to add one or more subcontractors.

<b>Table 1: Add Subcontractor</b>
Organisation name
Subcontractor UKPRN

You will then have the option to add a provision for each subcontractor. Please note you **must** add at least one provision type per subcontractor should you wish them to be considered as part of your application.

When you add provision to the table of subcontractors you will be prompted to select a provision type as shown in **Table 2** below. If the subcontractor you have selected will deliver provision eligible through the Adult Skills Fund (ASF) indicate this by choosing 'Adult Skills Fund (ASF)' in the provision type field.

If the subcontractor you have selected will deliver Free Course for Jobs (FCFJ), indicate this by choosing 'Other' in the 'Provision Type' field. If the subcontractor will deliver ASF provision as well as FCFJ provision, indicate this by choosing both 'ASF' and 'Other' and adding a comment 'ASF and FCFJ' in the 'Description of provision' field.

Bidders will be asked to indicate the retention fee they intend to charge each subcontractor. The maximum retention fee threshold is 20%

<b>Table 2: Add Provision</b>
Subcontractor
Provision Type
Amount allocated for this provision
Retention Fee
Comments

## Block 6 – Subcontractor Exclusion Criteria

Block 6 of the application asks questions about your subcontractor(s) which may be the basis to exclude the subcontracted organisation(s) from the competition. Bidders must respond to **all** the questions in this section.

You will first be asked if your project has subcontracting partners. If this does not apply, you will move onto Block 7.

Questions **6.1 - 6.20** are mandatory exclusion questions. You must provide details for any subcontracting organisation listed by you if you are prompted to give further details.

Where you respond ‘Yes’ to any of the discretionary exclusion questions **6.21 - 6.40** you will be prompted to provide further information and/or upload evidence regarding how you have addressed the issue. GLA officials may contact you for further information, and may, at their discretion, exclude your subcontractor(s) from the competition where sufficient assurance has not been provided.

<b>Block 6</b>	<b>Subcontractor Exclusion Criteria</b>
<b>Question number</b>	<b>Question</b>
<b>Mandatory Exclusion Criteria</b>	
<b>Performance</b>	
6.1	Do all of your subcontracted organisation(s) have a track record of delivering education and training services to adults aged 19 or over at an established delivery site based in London
6.2	If Answered ‘No’  Provide details of the subcontractor(s) this applies to
6.3	Specify the address(s) of all of the proposed main delivery site(s) in London for all of your subcontractors
6.4	Specify the borough(s) of all of the proposed main delivery site(s) in London for all of your subcontractors
6.5	Do all of your subcontracted organisation(s) have experience of using appropriate management information systems to collect and

	submit accurate programme data via the Individualised Learner Record (ILR)?
6.6	If Answered 'No'  Provide details of the subcontractor(s) this applies to
6.7	Have any of your subcontracted organisation(s) had an Ofsted inspection visit in the last four years?
<b>Conditional questions if 'yes' is chosen at 6.7 the below questions (6.8, 6.10 with their respective child questions) if applicable will appear</b>	
6.8	Have any of your subcontracted organisation(s) been assigned a Grade 4 (Inadequate) rating at your most recent Ofsted inspection?
6.9	If answered 'Yes'  Provide details including the name of the subcontractor this applies to
6.10	Have any of your subcontracted organisation(s) been assigned a Grade 3 (Requires Improvement) or a Grade 4 (Inadequate) rating for their Adult Learning Programmes section in their most recent Ofsted report?
6.11	If answered 'Yes'  Provide details including the name of the subcontractor this applies to
6.12	Have any of your subcontractors had an Ofsted monitoring visit in the last two years?
<b>Conditional Questions: If 'Yes' is chosen as 6.12, Questions 6.13 (with its respective child question if applicable) will appear - If 'No' is chosen, Question 6.15 will appear.</b>	

6.13	Have all of your subcontracted organisations received a grade of at least reasonable / significant progress in the majority of areas in your most recent monitoring visit?
6.14	<p>If answered 'No' to 6.13</p> <p>Provide details including the name of the subcontractor this applies to</p>
6.15	Have any of your subcontracted organisation(s) delivered adult training qualifications by a certified awarding body in the past three years?
6.16	<p>If answered 'No'</p> <p>Provide details including the name of the subcontractor this applies to</p>
6.17	Have any of your subcontracted organisation(s) held a prior public agreement that was terminated early as a result of failure to deliver the service requirements within the agreement or due to a breach of agreement within the past four years?
6.18	<p>If answered 'Yes'</p> <p>Provide details including the name of the subcontractor this applies to</p>
6.19	Do all of your subcontracted organisations have in place the necessary organisational and technical measures, such as comprehensive policies and procedures, to ensure compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018? This should include policies and procedures covering data protection such as data subject rights and data sharing, breach management, and information security measures

6.20	If answered 'No' Provide details, including the name of the subcontractor(s) this applies to
<p><b>Discretionary Exclusion Criteria</b></p> <p><b>Convictions</b></p>	
6.21	Indicate if, within the past seven years the registered directors of any of your subcontracted organisation(s) or any other person who has powers of representation, decision or control in the organisation have been convicted anywhere in the world of any of the offences within the summary below
<p><b>Conditional questions: if any of the options apart from 'None of the above' are chosen at 6.21 the below two questions (6.22, 6.23) will appear once</b></p>	
6.22	Provide further details including but not limited to: <ul style="list-style-type: none"> <li>• the name(s) of subcontractors</li> <li>• date of conviction</li> <li>• specify which of the grounds listed the conviction was for the reasons for conviction, and</li> <li>• identity of who has been convicted</li> </ul>
6.23	You may upload any supporting documentation regarding the conviction
<p><b>Bankruptcy</b></p>	
6.24	Have any of your subcontracted organisation(s) been declared bankrupt or been the subject of insolvency proceedings within the past three years?
<p><b>Conditional questions: if 'Yes' is chosen at 6.24 the below two questions (6.25, 6.26) will appear once</b></p>	

6.25	<p>If answered 'Yes'</p> <p>Provide details including the name of the subcontractor(s) this applies to</p>
6.26	<p>You may upload any supporting documentation regarding the bankruptcy or insolvency</p>
<b>Compliance</b>	
6.27	<p>Has it been established that any of your subcontracted organisation(s) have been in breach of obligations relating to the payment of tax or social security contributions within the past five years?</p>
6.28	<p>If answered 'Yes',</p> <p>Provide details including the name of the subcontractor(s) this applies to</p>
6.29	<p>Have any of your subcontracted organisation(s) been found guilty of grave professional misconduct in the past five years?</p>
6.30	<p>If answered 'Yes'</p> <p>Provide details including the name of the subcontractor(s) this applies to</p>
6.31	<p>Have any of your subcontracted organisation(s) previous activities resulted in significant repayment to or withdrawal of funding by a funder or contracting organisation (£50,000 or 5% of contract value, whichever is lower)?</p>
6.32	<p>If answered 'Yes'</p> <p>Provide details including the name of the subcontractor(s) this applies to</p>

6.33	Have any of your subcontracted organisation(s) failed to repay funding due to a funder or contracting organisation in excess of £50,000 or 5% of contract value (whichever is lower) in the last three years?
6.34	If answered 'Yes'  Provide details including the name of the subcontractor(s) this applies to
6.35	Have there been any significant awarding body irregularities identified in any of your subcontracted organisation(s) award of qualifications over the last three years?
6.36	If answered 'Yes'  Provide details including the name of the subcontractor(s) this applies to
6.37	Have there been any significant irregularities identified in processing of learner documentation from any of your subcontracted organisation(s) over the last three years?
6.38	If answered 'Yes'  Provide details including the name of the subcontractor(s) this applies to
6.39	Have any of your subcontracted organisation(s) been prosecuted for a breach of health and safety or safeguarding legislation in the past three years?
6.40	If answered 'Yes'  Provide details including the name of the subcontractor(s) this applies to

## Block 7– Evaluation Criteria

Block 7 forms the scored elements of the Application. Block 7 table below presents all scored questions and shows the different weights for each scored question. The '**Minimum requirements**' are outlined underneath every scored question. In the section named '**Bids that score well may include**', we have provided some ideas of how you can improve your response and make them more robust, which may result in a higher score.

There is a limited character count for your responses underneath each question in block 7. Please ensure that your answers to all questions are concise, clear and contain enough detail to make it credible to scorers.

Bidders must indicate a **maximum of four sectors (including 'other' sector)** they will be delivering against at question 7.0. Please note that you cannot bid for less than **£100,000** of suggested provision (ASF or ASF+ FCfJ) per **key** sector per academic year apart from the Frontier Innovation (Life Sciences) sector where the minimum is **£50,000**. Please note that there is **no minimum restriction for 'other' sector(s)**. This will be reflected in your Delivery Plan.

You can choose from the key sectors below, where the eighth sector is 'other':

- Financial, Professional and Business Services
- Experience Economy (hospitality, retail)
- Digital
- Creative Industries and Technologies
- Construction (including green construction)
- Health and Social Care
- Frontier Innovation (life sciences)
- Other

As set out in the Prospectus, all learners must complete industry relevant vocational training at Level 1 or above. In their application, bidders must have at least 90 per cent of their suggested vocational provision across key sector(s) and no more than 10 per cent of their vocational provision in 'other' sector(s), with clearly established career pathways based on employer demand. **Please note that you cannot select to deliver only against 'other' sector (s).**

When scoring your response to question **7.3**, all scorers will consider the employer letters of support which you have uploaded on GLA OPS. Where possible, you are encouraged to



upload more than one letter of support per sector, as this can strengthen your application and increase your score for question **7.3**.

In response to **7.5**, successful bidders should include evidence of a commitment to securing successful ‘Good Work’ outcomes or ‘Other Work’ outcomes. The requirement is that at least 35 percent of learners progress from unemployment into work and at least 35 per cent of employed learners progress within work. For question **7.6** priority will be given to bidders who strive to deliver more ‘Good Work’ outcomes as opposed to ‘Other Work’ outcomes, as outlined in their Delivery Plans. The GLA values ‘Good Work’ outcomes and strongly encourages bidders to deliver those as a priority.

The total maximum score any bidder can achieve is 100 per cent. All questions will be assessed in line with the 0 - 4 scale as shown in **Table 1** below.

If you intend to deliver provision only across key sector(s) in question **7.1** with no suggested provision in question **7.2**, you will still be able to achieve the maximum score of 100 per cent and your answer to question **7.1** will receive the full 23 per cent weight.

If a bidder were to score 4 on evaluation criteria **7.3**, for example, they would receive full marks. As **7.3** is worth 14% of the overall marks, they would receive all 14%. If, however, the bidder was to receive a score of 2 on **7.3**, they would receive  $(2 / 4) \times 14\% = 7\%$ . This is repeated for each evaluation criteria and will result in each bidder receiving a total percentage score once they are all summed together.

<b>Block 7</b>	<b>Evaluation criteria</b>	
<b>Question number</b>	<b>Question</b>	<b>Weighting</b>
7.0	<p><b>Indicate the sectors you will be delivering against</b></p> <p>Please note that you can select maximum of 4 sectors including ‘other’ sector(s).</p>	<b>0%</b>
7.1	<p><b>Describe the design and the delivery of an end-to-end learner journey into priority occupations within London’s key sectors</b></p> <p><i>Do not include links with employers in this question but do include them in answer to question 7.3. You do not need to refer to the quality of support services or on-programme delivery as this will be covered in question 7.9.</i></p> <p><b>To meet the minimum requirements:</b></p> <ul style="list-style-type: none"> <li>• Outline clearly the process of recruitment of learners, assessment of learners’ skills needs, delivering adequate</li> </ul>	<b>16%</b>

	<p>vocational provision based on the above needs and wraparound support if needed.</p> <ul style="list-style-type: none"> <li>• Provide assurance of how the suggested provision within each key sector in your delivery plan helps learners to progress into priority occupations or within work.</li> </ul> <p><b>Bids that score well may include:</b></p> <p>A detailed outline of your recruitment strategy and its effectiveness</p> <ul style="list-style-type: none"> <li>• Provide evidence of enrolling learners onto vocational qualifications/programmes associated with a clear career pathway towards priority occupations</li> <li>• Evidence of an effective approach to managing ‘wraparound’ support that meets the needs of learners</li> <li>• Evidence of your experience in delivering provision within the key sector(s) that you have selected</li> </ul> <p><b>(9000 characters max)</b></p>	
7.2	<p><b>Provide a clear and strong rationale for the existence of skills gaps if you are proposing delivery in ‘other’ sector(s) and outline the end-to-end learner journey.</b></p> <p><b>To meet the minimum requirements:</b></p> <ul style="list-style-type: none"> <li>• Provide a clear rationale of why you have chosen the ‘other’ sector(s), occupations and qualifications and the existing skills gaps based on employer demand</li> <li>• Outline clearly the process of recruitment of learners, assessment of learners’ skills needs, securing adequate vocational provision based on the above needs and wraparound support if needed.</li> <li>• Provide assurance of how the suggested provision in your delivery plan helps learners to progress into ‘other’ occupations or within work.</li> </ul>	7%

	<p><b>Bids that score well may include:</b></p> <ul style="list-style-type: none"> <li>• Provide evidence of enrolling learners onto vocational qualifications/programmes associated with a clear career pathway towards ‘other’ occupations</li> <li>• Evidence of an effective approach to managing ‘wraparound’ support that meets the needs of learners</li> <li>• Evidence of your experience in offering provision within the ‘other’ sector(s) that you have selected</li> </ul> <p><b>(9000 characters max)</b></p>	
7.3	<p><b>Describe how your provision of education and training services in each of your selected sectors is relevant, fit for purpose and has been co-designed and informed by employers to meet employers’ skills needs</b></p> <p><b>To meet the minimum requirements:</b></p> <ul style="list-style-type: none"> <li>• Provide a clear rationale of how your suggested provision is fit for purpose and responds to employers’ demand within each of your preferred sectors</li> <li>• Provide evidence that you have worked with one sector-specific employer to co-design a training programme for each of your preferred sectors</li> <li>• Submit one credible letter of support from employer(s) for each of your preferred sectors</li> </ul> <p><b>Bids that score well may include:</b></p> <ul style="list-style-type: none"> <li>• Evidence that more than one employer per sector have been involved in the design of the programme (co-design and/or curriculum planning) that match the letters of support</li> <li>• Description of established employer support network which regularly contributes to shaping the curriculum planning</li> <li>• Description of how your programme successfully responds to identified employer occupational vacancies</li> </ul>	14%

	<ul style="list-style-type: none"> <li>• Provision for flexibility to make changes to your skills and training offer as a result of employers' or Sectoral Talent Boards' feedback</li> </ul> <p><b>(9000 characters max)</b></p>	
7.4	<p><b>Demonstrate how you will provide support to disadvantaged Londoners within priority groups and enable them to overcome barriers to access and learning</b></p> <p><b>To meet the minimum requirements:</b></p> <ul style="list-style-type: none"> <li>• Clearly identify targeted priority groups in line with those outlined in in the Prospectus</li> <li>• Demonstrate that you have all policies and processes in place to keep learners safe and secure through proactive safeguarding approaches</li> </ul> <p><b>Bids that score well may include:</b></p> <ul style="list-style-type: none"> <li>• A tailored approach to recruitment and training to learners from priority groups based on their needs and barriers to access</li> <li>• An outline of how additional wraparound support will help disadvantaged learners on a clear career pathway within a key sector towards a priority occupation</li> <li>• A clear and detailed narrative on how you will ensure that all learners are kept safe and secure throughout the entire programme, beyond having a Safeguarding Policy in place for vulnerable adults.</li> <li>• A clear commitment to making the culture of your organisation a safe and inclusive space for all learners</li> </ul> <p><b>(9000 characters max)</b></p>	7%
7.5	<p><b>Set out how your dedicated employer engagement resource will link with employers and existing job brokerage services to support Londoners into employment and progression into better jobs</b></p>	14%

	<p><b>To meet the minimum requirements:</b></p> <ul style="list-style-type: none"> <li>• Describe established links with employers and/or a job brokerage service for any of your preferred sector(s)</li> <li>• A clear plan of engagement strategy outlining how your dedicated employer engagement resource will work with employers and other stakeholders to help learners into employment within priority occupations or progress within work</li> </ul> <p><b>Bids that score well may include:</b></p> <ul style="list-style-type: none"> <li>• Evidence of established partnerships with employers and job brokerage services in relevant sectors and present a credible risk mitigation strategy</li> <li>• Established recruitment and progression routes with sector specific employers</li> <li>• Evidence of successful economic outcomes for learners through the support of the dedicated employer engagement resource</li> </ul> <p><b>(9000 characters max)</b></p>	
7.6	<p><b>Explain why you expect the London Talent Pathways Delivery Plan’s volumes/outcomes to be achievable.</b></p> <p><b>To meet the minimum requirements:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate confidence of meeting the targets for Learning Delivery and Employment Outcomes and provide rationale of why they are realistic</li> <li>• Demonstrate that you have considered GLA ASF Funding Rates and Formula document in cost calculations</li> <li>• Provide rationale for the expected cost of Learning and Learner support funding, if applicable</li> <li>• Commit to participate in the London Learner Survey and integrate the baseline survey into your induction processes or into early stages of learning delivery</li> </ul>	13%

	<p><b>Bids that score well may include:</b></p> <ul style="list-style-type: none"> <li>• A clear understanding of the formula funding methodology</li> <li>• Evidence of enrolment volumes and successful economic outcomes for learners for similar funding in the past</li> <li>• Evidence of prioritising progression into ‘Good Work’ outcomes compared to ‘Other Work’ outcomes in your Delivery Plan</li> <li>• Evidence of offering cost-efficient wraparound support which has helped learners to enter employment or progress in work</li> <li>• Clear strategy on implementing the London Learner Survey in order to achieve 50% baseline learner responses or providing evidence of successful track record of reaching the 50% target</li> </ul> <p><b>(9,000 characters max)</b></p>	
7.7	<p><b>Describe your contract management and resourcing approach to ensure successful delivery</b></p> <p><b>To meet the minimum requirements:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate robust operational delivery planning, detailing how the delivery targets and payment profile will be generated</li> <li>• Outline clear and effective processes to track performance against your delivery plan, ensuring early identification of issues and implementing actions to address shortfalls</li> <li>• Have clear and effective risk management processes in place</li> <li>• Demonstrate sufficient capacity to deliver the project to a high quality</li> <li>• If subcontractors are used, provide assurance that clear selection and due diligence processes are in place</li> </ul>	7%

	<p><b>Bids that score well may include:</b></p> <ul style="list-style-type: none"> <li>• Evidence of availability of staff resource that will be deployed to manage and deliver provision</li> <li>• Management of staff including qualified teaching and non-teaching staff involved in delivery</li> <li>• Deployment of non-pay resources such as premises, facilities and equipment necessary to deliver provision</li> <li>• Planned delivery timeline</li> <li>• Evidence of progress monitoring processes in place and actions taken to correct any shortfalls</li> <li>• Evidence of identifying key delivery risks and the corresponding mitigation strategies</li> <li>• Overview of the responsibilities of any partners</li> <li>• Capacity considerations in line with other existing service delivery commitments and planned contingency arrangements if needed</li> </ul> <p><b>(9,000 characters max)</b></p>	
7.8	<p><b>Explain the processes and the system your organisation will use to report data via the Individualised Learner Record system (ILR), evidence your management information and ensure audit compliance.</b></p> <p><b>To meet the minimum requirements:</b></p> <ul style="list-style-type: none"> <li>• Provide assurance of appropriate software and robust processes in place to submit ILR returns and other programme data which is correct and submitted to the published schedule</li> <li>• Robust methodology in place for correctly applying the learner eligibility and compliance requirements and</li> <li>• A clear process in place to collect and maintain the required evidence for all organisations engaged in delivery</li> </ul>	<b>7%</b>

	<p><b>Bids that score well may include:</b></p> <ul style="list-style-type: none"> <li>• Evidence of the management information systems you will use to collect, securely store, prepare and submit ILR data and other information to the GLA and DfE</li> <li>• Evidence that staff are suitably skilled to ensure ILR data is correct</li> <li>• Processes and controls are in place to ensure the eligibility of the learners</li> <li>• Internal assurance process in place to ensure your compliance with ASF audit requirements</li> <li>• Strategy to ensure audit compliance by subcontractors</li> </ul> <p><b>(9,000 characters max)</b></p>	
7.9	<p><b>Describe your quality assurance process(es) and/or tools to ensure you successfully deliver high-quality services</b></p> <p><b>To meet minimum requirements:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate that you have robust policies and processes in place to ensure high quality services including self-assessment reporting and quality improvement planning</li> <li>• Confirmation of an approved centre status for delivering the suggested provision and providing assurance that teaching staff are suitably qualified</li> <li>• Evidence of external assessment of previous provision, including Ofsted reports, monitoring visits and other external assessments.</li> </ul> <p><b>Bids that score well may include:</b></p> <ul style="list-style-type: none"> <li>• Evidence of proactive approach to improving quality across your organisation</li> <li>• Evidence of using existing best practices and benchmarking in your quality assurance</li> <li>• Ensuring that the quality of teaching and learning is regularly monitored and improved across your organisation</li> </ul>	7%



	<ul style="list-style-type: none"> <li>Evidence of how learner feedback is used to continually improve your services</li> </ul> <p><b>(9,000 characters max)</b></p>	
7.10	<p><b>Explain how your organisation is representative of the communities it seeks to serve; and how your organisation will positively promote and encourage diversity and equality at all levels and eliminate unlawful discrimination, harassment and victimisation</b></p> <p><b>To meet minimum requirements:</b></p> <ul style="list-style-type: none"> <li>Provide assurance that diversity and equality policies are in place and a commitment to improve diversity at all levels where your organisation is not representative</li> <li>Processes in place to communicate policies and practices to staff, delivery partners and learners</li> </ul> <p><b>Bids that score well may include:</b></p> <ul style="list-style-type: none"> <li>Evidence of steps you have taken or are taking to increase diversity across your workforce at all levels</li> <li>Current diversity representation across your organisation</li> <li>Evidence of how your policies are embedded within your organisation including how people from diverse backgrounds are involved in decision making</li> <li>Evidence of how you will ensure your policies and practices are reviewed and assessed for effectiveness at appropriate intervals</li> <li>Process in place to investigate and address any complaints of discrimination, harassment and victimisation</li> <li>Provision for assessment of the impact of your activities on advancing the equality of opportunity for groups named in the Equality Act 2010 or equivalent legislation</li> </ul> <p><b>(6,000 characters max)</b></p>	4%

7.11	<p><b>Explain how you adhere to the Mayor’s Good Work Standard or are working towards it, with a focus on embedding fair employment practices, including paying the London Living Wage to your workforce.</b></p> <p><b>To meet minimum requirements:</b></p> <ul style="list-style-type: none"> <li>• Provide assurance that policies are in place to ensure fair employment for staff</li> <li>• Processes are in place to communicate those policies and practices to staff, delivery partners and learners</li> </ul> <p><b>Bids that score well may include:</b></p> <ul style="list-style-type: none"> <li>• Confirmation that you are already accredited to the Mayor’s Good Work Standard</li> <li>• Evidence of being a London Living Wage employer or a Commitment to become one</li> <li>• Processes in place to evidence and review the effectiveness of fair employment policies</li> <li>• Evidence of work undertaken with employers to encourage commitment to the Good Work Standard for roles your learners are placed in</li> </ul> <p><b>(6,000 characters max)</b></p>	<b>4%</b>
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**Table 1**

<b>Score</b>	<b>Criteria for Scoring</b>
4	<p>Excellent</p> <p>A comprehensive response of excellent quality that meets and exceeds all the minimum requirements and gives the GLA a high level of confidence that all aspects of the Application are deliverable. Strong evidence provided which supports delivery of the Application in practice.</p>
3	<p>Good</p> <p>A good quality response that meets and exceeds all the minimum requirements and gives the GLA a good level of confidence that most of the aspects of the Application are deliverable with no or only minor reservations. Good evidence provided which supports delivery of the Application in practice.</p>
2	<p>Meets minimum requirements</p> <p>A response of satisfactory quality that meets the minimum requirements and gives the GLA confidence that all key aspects of the Application are deliverable. Satisfactory evidence is provided which supports delivery of the Application in practice.</p>
1	<p>Poor</p> <p>A poor response that fails to meet the minimum requirements and the evidence provided is weak. The GLA has concerns about the deliverability of one or more key aspects of the Application in practice.</p>
0	<p>Inadequate</p> <p>A response that fails to meet the minimum requirements and is not supported by evidence or the evidence provided is inadequate. The GLA has serious concerns about the deliverability of a substantial number of aspects of the Application in practice.</p>

## Block 8 – Employer Details

Block 8 of your application refers to links with employers and confirmation by employers that they have engaged in the co-design of your curriculum, subject to their needs and identified skills gaps.

Question **8.1** refers to your internal dedicated employer engagement resource which can be defined as a member of staff or a small team within the bidding organisation, responsible for engagement with employers and existing job brokerage services. If 'No' is chosen at **8.1**, bidders should clarify in question **8.3** their plans to have a resource in place prior to commencement of their suggested delivery.

### **Sectoral Letter of Support minimal requirements**

Each Sectoral Letter of Support must be sent as **an email** to the bidder's official business email account from the employer's official business email account. **Employer Letters of Support sent from employer's personal email account OR to the bidder's personal email account will not be considered as valid evidence.**

The Sectoral Employer Letter of Support should provide information and evidence to the following question:

**Please outline how you have worked with the applicant to ensure the sectoral skills provision they offer supports skill gaps within your organisation**  
(expected response - 1,000 words).

You must upload **at least one valid employer letter of support for each sector** that you have selected in your application. Please note that you can apply for maximum 4 sectors including 'other' sector. Where possible, you are encouraged to upload more than one letter of support per sector, as this can strengthen your application and increase your score for question **7.3** in Block 7.

Please note that in question **8.5** you need to confirm that you have received and uploaded at least one employer letter of support for each sector you intend to deliver at.

You will be able to upload your Sectoral Letter of Support and answer questions **8.6** to **8.13** which refer to the relevant sector and the corresponding employer details. If you have more than one employer letter of support within a sector, you may upload the additional letters at question **8.13**.

Once you upload the first letter of support for a specific sector, you can add any subsequent letters of support for up to three of the other sectors you are applying to using the same steps as described above.

**If you fail to submit at least one valid employer letter of support for each sector you have selected in your application, your submission will be incomplete and GLA reserves the right to not score your application further.**

Block 8	Employer Details
<b>Employer Engagement Information</b>	
8.1	State whether you have a dedicated employer engagement resource
8.2	If answered 'Yes' Provide details of your dedicated employer engagement resource
8.3	If answered 'No' Provide details of how you plan to have a dedicated employer engagement resource in place upon the start of your provision
8.4	Confirm the number of sectors you are planning to deliver training in (NB: you will need to upload a letter of support for each sector you intend to deliver in with a maximum of 4)
8.5	Confirm you have received at least one employer letter of support for each sector that you have applied for.
<b>Sectoral Employer Letter of Support</b>	
8.6	Organisation Sector
8.7	Organisation Name
8.8	Contact name
8.9	Telephone number
8.10	Email address
8.11	Type of organisation
8.12	Upload employer letter of support
8.13	You may upload additional letters of employer support for this sector

## Block 9 – Delivery Figures

Question 9.1 of the application refers to the value of total funding (ASF + FCfJ) requested by bidders. This number should match the value of the **Total Funding (ASF + FCfJ)** in the Summary tab of your Delivery Plan. Please note that the maximum grant award you can apply for is £1,200,000. This is the maximum amount of suggested delivery that an organisation can apply for both as a lead provider and/or a subcontractor. Question 9.2 refers to the **FCfJ Allocation** funding requested (**cannot exceed £400,000**) as denoted in the Summary tab of your Delivery Plan. Please note that FCfJ wraparound support and ringfenced employment outcomes do not contribute towards the £400,000 limit since they will be funded via ASF.

All bidders **must upload** their completed Delivery Plan at question **9.3** for their application to be scored.

Please note that in question **9.4** bidders are expected to submit the following supplementary documentation: risk and issues log; organogram; mobilisation plan

Block 9	Delivery Figures
Question number	Question
<b>Expected outputs and outcomes</b>	
9. 1	<p><b>What is the Total Funding (ASF + FCfJ) you are requesting per academic year?</b></p> <p>This should match the annual Total ASF+FCFJ Funding (TF) in the Summary tab of your Delivery Plan.</p>
9.2	<p><b>What is the value of your proposed FCfJ Allocation per academic year?</b></p> <p>This should match the FCfJ Allocation (FCfJ.A) value in the Summary tab of your Delivery Plan (cannot exceed £400,000).</p>
9.3	<p><b>Upload a completed version of the Delivery Plan which sets out your expected delivery volumes and financial values for the duration of this provision.</b></p>

9.4

**You may upload supplementary documentation to support your application**

## Block 10 – Financial Due Diligence

This section requires Bidders to submit documentation required for the GLA to undertake financial due diligence. Bidders will not be awarded a grant without successfully passing due diligence. Further information of the requirements of the due diligence process are published in the London Talent Pathways Due Diligence Requirements and Guidance document.

Block 10	Financial due diligence
Question number	Question
<b>Lead Organisation's Documents</b>	
10.1	Upload the documents required to facilitate a financial health assessment of your organisation as per requirements set out in the Due Diligence Requirements and Guidance
<b>Depending on your organisational status and whatever is applicable from the list below, please confirm whether you have submitted the mandatory financial information to demonstrate your Economic &amp; Financial standing</b>	
10.2	A Certificate of Incorporation
10.3	Audited accounts for the past 2 years
10.4	Accounts for the past 2 years signed by an independent qualified accountant (if your organisation is exempt from audit)
<b>If your organisation is not required to produce statutory financial statements because it has not traded for a sufficient period, please see questions 10.6 to 10.9 below.</b>	
10.5	Profit and loss account covering 12 months
10.6	An end of period forecast balance sheet



10.7	A 12-month rolling cash flow statement
10.8	A detailed narrative supporting assumptions made for both management accounts and forecast information
<p><b>Depending on your organisation/group of organisations you rely on (parent or group company) status and whatever is applicable from the list below, please confirm whether you have submitted the mandatory financial information to demonstrate their Economic &amp; Financial standing</b></p>	
10.9	A Certificate of Incorporation
10.10	Audited accounts for the past 2 years
10.11	Accounts for the past 2 years signed by an Independent qualified accountant (if your organisation is exempt from audit)
<p><b>If your organisation/group of organisations you rely on (parent or group company) is not required to produce statutory financial statements because it has not traded for a sufficient period, please see question 10.16 to 10.19 below.</b></p>	
10.12	Profit and loss account covering 12 months
10.13	An end of period forecast balance sheet
10.14	A 12-month rolling cash flow statement
10.15	A detailed narrative supporting assumptions made for both management accounts and forecast information
<p><b>Subcontracted Organisations</b></p>	
10.16	Upload a copy of your due diligence framework with respect to your subcontractors

## Block 11 – Declaration

Bidders are required to complete a declaration in Block 11. You must respond to all of these questions and disclose any links to GLA officials and staff in response to **11.1** and **11.3**. Where links are disclosed, you must evidence how your association with official(s) will not influence the content of your bid.

Bidders must respond ‘Yes’ to questions **11.5** and **11.6**. Further information on the Freedom of Information Act (FOIA) is given in the Prospectus.

Questions **11.7** and **11.9** relate to how we treat information that you provide with regards to FOIA. The GLA will respond to all FOIA requests received and will provide the information requested unless exemptions apply. If there is information in your bid that should not be disclosed under FOIA provide details in your response to these questions.

As discussed above, Blocks 3, 4 and 6 include a set of qualifying questions which may result in the exclusion of Bidders or any subcontractor(s) from this process where certain conditions are not met. Bidders must respond ‘Yes’ to **11.11** to declare that they understand that the criteria in Blocks 3, 4 and 6 will be applied and may result in the exclusion of their organisation or any subcontractor(s) from the process.

Finally, bidders must declare that they understand the evaluation and appeals processes by responding ‘Yes’ to **11.12**.

Applications will not be considered without response to the questions as set out above.

Block 11	Declaration
Question number	Question
11.1	Are you or others involved in the bid submission related to any elected GLA officials or members of GLA staff?
11.2	If answered ‘Yes’ State their names and the team(s) they work in
11.3	Has anyone involved in the project been in contact with any elected GLA officials or members of our staff in relation to your project either at an engagement workshop or at any other stage?

11.4	<p>If answered 'Yes'</p> <p>State their names and the team(s) they work in and the nature of support</p>
11.5	<p>Confirm the information provided in your application is complete and correct</p>
11.6	<p>Have you read the Freedom of Information Act (FoIA) statements in the Prospectus and GLA policies and accept how we generally plan to treat your application and other related information if someone asks to see it under the FoIA 2000?</p>
11.7	<p>Should we treat any financial information provided by you as commercially sensitive information for the purposes of FoIA?</p>
11.8	<p>If answered 'Yes'</p> <p>Provide details on the information you consider to be sensitive or not suitable for publication, and the reasons why you believe this to be the case</p>
11.9	<p>Are there other specific pieces of information in your application which you consider to be exempt information for the purposes of FoIA?</p>
11.10	<p>If answered 'Yes'</p> <p>Provide details on the information you consider to be sensitive or not suitable for publication, and the reasons why you believe this to be the case</p>
11.11	<p>Do you understand that, at its discretion, the GLA may exclude your organisation or any of your chosen subcontractors from participation in this competition if you do not fulfil the qualifying criteria set out in Blocks 3, 4 and 6?</p>

11.12

Do you understand that the GLA will evaluate applications in accordance with the process set out in the Prospectus, and that the GLA will not consider appeals regarding the final award decisions made?

## **Other formats and languages**

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