

**MAYOR OF LONDON**

**GLA Adult Skills Fund**  
**Qualification approval**  
**application form**

## COPYRIGHT

**Greater London Authority  
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City Hall  
Kamal Chunchie Way  
London E16 1ZE  
[www.london.gov.uk](http://www.london.gov.uk)

enquiries 020 7983 4000  
minicom 020 7983 4458

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Senior owner	Ayo Akande, Assistant Director, Skills and Employment Delivery
Document owner	Harry Sanders, Skills Funding Systems Manager, Skills and Employment

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## **CONTENTS**

<b>About this form</b>	<b>2</b>
<b>Guidance for providers</b>	<b>3</b>
<b>Section 1 – Contact information</b>	<b>4</b>
<b>Section 2 – Your proposal</b>	<b>5</b>
<b>Section 3 – Supporting information</b>	<b>6</b>
<b>Declaration</b>	<b>8</b>

## About this form

This form should be used by providers to apply for any learning aim(s) that they wish to be added to the list of eligible provision under the following GLA adult skills fund flexibilities.

- FCFJ regional flexibility
- Level 4 flexibility
- CPD to support disabled learners and learners with SEND flexibility
- Trade union flexibility

The list of existing eligible learning aims under these flexibilities will be published on the [GLA website](#) and updated periodically.

For any request not part of the above GLA flexibilities, providers should use the 'other' option in the GLA flexibility drop down list in Section 2 – Learning aim(s).

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

Permission will not be granted for qualifications which have reached or are approaching their Operational End Date as recorded on the Ofqual [register of regulated qualifications](#).

Please email your completed application form to [qualifications@london.gov.uk](mailto:qualifications@london.gov.uk) with the flexibility specified in the subject line.

The form is made up of three sections:

### **Section 1 – Contact information**

Requires some basic contact information so we can get in touch with you about your application.

### **Section 2 – Learning aim(s)**

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

### **Section 3 – Supporting information**

Requires you to provide a short business case and confirmation of the technical checks which are needed to support your application.

You must answer all questions, within the stated word count, for your application to be assessed.

## Guidance for providers

All GLA flexibilities are outlined in the [GLA ASF funding and performance management rules 2025-26](#).

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

Your application should include details of the proposed learning aim(s) you wish to add to the list of eligible provision, including information on the qualification type and how the learning aim(s) will support learners to gain vocational, technical or occupational qualifications of importance for London, as well any relevant employer engagement.

Strong consideration will be given to applications that link proposed delivery to the Mayor's [London growth plan](#).

Applications should demonstrate:

- Clear pathways into key growth sectors
- The integration of skills, jobs, careers and health services
- Evidence of employer need/skills shortage
- Details of employer engagement and/or partnerships (including programme design and/or investment or other support)

Learning aims requested under the FCFJ regional flexibility cannot be on the FCFJ national list.

Learning aims requested under the *Continuous professional development to support disabled learners*' flexibility can only be used to upskill staff who are:

- employed within publicly funded adult and further education sectors
- existing staff in teaching or learning support roles delivering specialist provision to learners who are disabled or who have special educational needs

Approved qualifications will have an initial two-year validity period applied. To ensure that the qualifications listed remain relevant, the GLA reserve the right to remove unutilised qualifications at the end of this period if no further application has been made.

If approved, learning aims will appear on the [Find a Learning Aim Service](#) with the MCA/GLA funding branch attached. The GLA published flexibility lists will also be amended to contain any new additions.

## Section 1 – Contact information

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

## Section 2 – Learning aim(s)

Please select the relevant flexibility this qualification approval application form relates to from the list below.

GLA flexibility

Please complete all fields in the table below for each learning aim you wish to make eligible for funding.

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

## Section 3 – Supporting information

Please provide a business case and the employer engagement details for each learning aim requested in the previous section.  
**(max. 150 words per learning aim).**

<b>Business case</b>
<b>Employer engagement</b>

Please complete the checklist below for your proposed learning aim(s).

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

Checklist	Y/N	Assurance Source
Learning aims are currently approved for MCA/GLA funding		<a href="#">Find a learning aim</a>
Learning aims are regulated by Ofqual		<a href="#">Ofqual Register</a>
Ofqual Qualification Types are technical, vocational or occupational		<a href="#">Ofqual Register</a>
Ofqual Operational End Dates have not expired		<a href="#">Ofqual Register</a>
For FCFJ regional flexibility, learning aims are not part of national FCFJ offer		<a href="#">Find a learning aim</a>

## Declaration

By submitting, signing and dating this application, you confirm:

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

<b>Name</b>	
<b>Date</b>	

## **Other formats and languages**

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

Greater London Authority  
City Hall  
Kamal Chunchie Way  
London SE1 2AA

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

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

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