

Jobs and Skills for Londoners

Prospectus



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Mayoral Foreword

The coronavirus pandemic has taken a huge toll on London's economy and communities. As well as the terrible loss of life that we've seen, the human cost of increased unemployment has been truly incalculable, with many struggling to make ends meet, families feeling enormous strain on their finances, and large numbers of Londoners worried about their futures. That's why, as Mayor, I've made skilling up Londoners and helping them into high-quality work one of my top priorities.

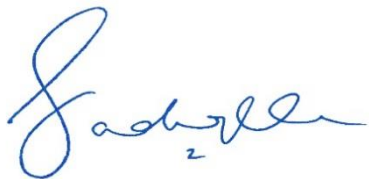
My administration is firmly focused not just on boosting London's economy and protecting employment, but on creating the new, secure and well-paid jobs that our communities need and deserve.

As part of our strategy for achieving this, we're working hard to make sure that all Londoners are able to acquire the skills they need, either to get back into work or to progress up the career ladder. This means supporting Londoners to retrain, upskill and enhance their employability. Since 2019, the Greater London Authority (GLA) has been responsible for London's annual £320m Adult Education Budget (AEB), which funds the majority of further education for adults aged 19 and over. Since then, the GLA has supported more than 500,000 Londoners to upskill through the AEB, a remarkable achievement that shows what can be delivered when local government is empowered to make a difference.

With the drastic increases in the cost of living, it is now more important than ever to support Londoners to access learning that will equip them with the skills they need for good jobs. That's why I'm committing substantial funding to my new Jobs and Skills for Londoners Fund. This new scheme will open up funding to training providers in London to deliver the skills and support that will help Londoners into work. Offering job outcome payments will help to build the workforce for sectors that are crucial to our city's recovery: from our digital and green industries to hospitality, health and social care, and our creative sector.

I would encourage London's training providers to apply for this funding opportunity. Together, we can continue to expand the fantastic progress we've made in delivering accessible, locally relevant training that has a real impact on the progression of Londoners both in work and society.

City Hall is committed to building a fairer and more prosperous city for all Londoners. Collaboration is key to our approach to skills and employment, and we look forward to working together to build a better London for everyone.

A handwritten signature in blue ink, appearing to read 'Sadiq Khan', with a stylized flourish at the end.

Sadiq Khan
Mayor of London

Introduction

About this funding opportunity

The GLA became responsible for delivering the AEB to London residents from 1 August 2019. This prospectus sets out a new opportunity for all types of registered training providers (those with a valid UKPRN number) to apply for a two-year agreement with the GLA to deliver AEB and Free Courses for Jobs (FCfJ) provision to Londoners, with the possibility of extending the funding agreement for an additional academic year. Through this fund, the Mayor will support Londoners with quality training opportunities so they can gain skills, progress into good jobs and support their communities.

Context

The COVID-19 pandemic has had a profound impact on our communities and economies, exacerbating existing inequalities and stresses caused by austerity and Brexit. This is being compounded by the rising cost of living, which is putting pressure on Londoners' finances and living standards, particularly among those on lower incomes. In addition, the impacts of the climate and ecological emergencies are becoming increasingly apparent. In order to meet the Mayor's ambition for London to be a net-zero-carbon city by 2030, there is a need to green our economy and increase support for a greener, more resilient city.

The number of jobs in the capital is now close to pre-pandemic levels, partly down to the furlough scheme and other support measures. At the same time, London's employment rate is still lower than before the pandemic and many Londoners face challenges in progressing to good-quality work. In 2021, one in six employee jobs in London paid below the London Living Wage; this figure increased for Londoners with lower-level qualifications.^{1,2} A rising proportion of Londoners say that they are struggling with their financial situation.³

Around 212,000 Londoners were unemployed in the three months to July 2022. At 4.2 per cent, London's unemployment rate has fallen considerably from its pandemic peak but remains 0.6 percentage points above the UK average (3.6 percent).⁴ Over 285,000 Londoners were claiming unemployment-related benefits in August 2022, up from 187,000

¹ GLA Intelligence, [Economic Fairness – London Living Wage](#), 2022

² Trust for London, [London's Poverty Profile – Low-paid Londoners](#), 2022

³ According to polling carried out for the GLA in June 2022, 17 per cent of Londoners aged 18 and over said they were struggling financially, rising to 29 per cent among Londoners in households with gross annual incomes below £20,000. Source: GLA Opinion Research, [GLA YouGov Cost of living poll results](#), June 2022.

⁴ ONS, [Unemployment rate by region](#) by region

in March 2020,⁵ with local areas in London recording the largest increases in claimant rates during the pandemic.⁶

Headline labour-market measures also conceal major inequalities. Despite improvements, there are still large differences in outcomes for residents from different ethnic backgrounds. Employment rates are also below average for disabled Londoners; women; and Londoners with no or low qualifications. London's youth unemployment rate was higher than in any other UK region in 2021, while the rate of labour force participation (economic activity) among Londoners aged 50 and older has declined in the last year.

As the economy has recovered, the labour market has tightened. The number of online postings for jobs in London is above pre-pandemic levels and there are now widespread reports of employers facing recruitment difficulties. Brexit and the pandemic have impacted on the availability of workers across a range of sectors. Changes in technology, population ageing, and net-zero targets will also have an impact on future jobs and skills needs.

Purpose of the Jobs and Skills for Londoners Fund

Faced with the impacts of the pandemic and the rising cost of living, we must now redouble our efforts to support adults across London who are out of work, or in low-paid work, to access the skills that they need to succeed into good jobs in key sectors. In January 2022 the Mayor published his Skills Roadmap for London.⁷ The Roadmap sets out how the Mayor plans to ensure London's skills offer better serves London's communities and economies. This builds on the success of City Hall's local leadership since the delegation of the AEB to the Mayor in 2019. To do this, the Mayor will ensure skills provision in London is even more accessible; makes an impact; and is locally relevant.

The **Jobs and Skills for Londoners Fund** will support the delivery of each pillar of the Skills Roadmap for London, in the following ways.

Accessible

This fund will have a key focus on supporting specific groups of Londoners to access learning: those who have faced persistent inequalities prior to the pandemic, and who have now been further disadvantaged by its impact. They include:

- Londoners with no or lower-level (without a level 2) qualifications
- Londoners in low-paid work (earning less than the London Living Wage)

⁵ The [Claimant Count](#) covers the number of people claiming Jobseeker's Allowance and those claiming Universal Credit who are required to seek work.

⁶ Resolution Foundation, [Right Where You Left Me? Analysis of the Covid-19 pandemic's impact on local economies in the UK](#), June 2022

⁷ City Hall, [Skills Roadmap and other strategies](#)

- older (aged 50 and above) and young Londoners (aged 19-24)
- Londoners from Black, Asian and Minority Ethnic communities
- disabled Londoners
- Londoners with English-language needs
- people seeking asylum
- adults with experience of the criminal justice system.

Driving participation and access to learning among these groups is essential so they can experience the social and economic benefits of learning. We are particularly interested in funding provision that addresses under-representation of these groups of Londoners in key Mayoral priority sectors⁸ (set out below).

Provision delivered through this fund should be designed to recognise that Londoners from these groups will have a range of prior experiences and differing needs, including people who have higher levels of skills and work experience, or are currently in work. Accessible adult education is also about getting learning to the learner, and applicants must demonstrate how their provision will be delivered in accessible venues, using a range of online and in-person delivery methods as appropriate to the needs of the learner and community.⁹

Making an impact

Through this fund, we want to prioritise adult education that will have the highest impact in London, particularly where it supports people's progression into good work.¹⁰ Provision delivered through this fund should be designed in collaboration with employers and other key partners, to ensure that Londoners are supported into good jobs, paying the London Living Wage, in sectors key to London's recovery and long-term economic growth. Provision should build on proven methods of delivery that help learners to progress against the GLA's impact measures,¹¹ including into work. To support this, the GLA will be introducing job-outcome payments as part of this fund.

⁸ See research published by the [Workforce Integration Network](#).

⁹ The report [More than just education: A participatory research project on adult education in London](#), led by Toynbee Hall and published by the GLA in February 2022, sets out some of the experiences and barriers to adult education for some of these groups.

¹⁰ A 'good work' outcome is defined as a job, apprenticeship or paid work placement for a learner who is not in employment, upon enrolment to an adult skills AEB learning aim that: relates to a priority sector, offers a minimum of 16 hours/week and is expected to last at least four consecutive weeks; pays a basic salary of the London Living Wage or above, and does not involve the use of zero-hours contracts; and supports the learner to achieve self-employed status for sectors where self-employment is a pre-requisite to employment. Evidence of a consultancy role meeting the above requirements would need to be met.

¹¹ There are seven priority learner outcomes areas measured through the survey. These are: progression into employment; in-work progression; progression in further education; improved wellbeing; improved social integration; improved self-efficacy; and participation in volunteering.

Locally relevant

Through this fund, we will also be prioritising provision that will enable Londoners to gain relevant skills, retrain, and progress into good work in sectors key to London's recovery. These include:

- digital
- health and social care
- hospitality
- green
- creative industries.

We are particularly interested in addressing skills shortages and vacancies in occupations within each of these priority sectors, as well as improving the representation and diversity of specific groups of Londoners. A rationale and short summary of the importance of these sectors is set out below.

- **Digital:** London is a leading international city for digital innovation, and digital skills are increasingly in demand for jobs at all levels (essential, intermediate and advanced). Recent analysis by Burning Glass Technologies (now known as Lightcast) suggests that at least baseline digital skills are required in almost nine out of 10 (87 per cent) advertised roles in London.¹²

The COVID-19 pandemic has accelerated the move to online ways of working for businesses, and changed patterns of work and learning.¹³ Digital skills will also play a growing role as businesses move to net-zero carbon; these skills are required at all levels, with a particular requirement for programmers, data analysts and engineers.¹⁴

Addressing digital skills gaps is also important for tackling digital exclusion¹⁵ and the under-representation of certain groups of Londoners in digital-related roles. Women, Black, and Deaf and disabled Londoners are currently under-represented in the sector.

- **Health and social care:** The health and social care sector is one of London's largest employers, across a range of occupations and skill levels. Its central role in the lives of all Londoners has been highlighted by the impact of COVID-19. While

¹² Six percentage points above the UK average. See: Burning Glass Technologies, [No Longer Optional: Employer Demand for Digital Skills](#), June 2019.

¹³ London is, for example, the region with the highest percentage of homeworkers in the UK. Source: ONS, [Homeworking in the UK – regional patterns: 2019 to 2022](#), July 2022.

¹⁴ RCU, [Green Skills Adult Education Provision in London](#), 2022

¹⁵ Lloyds Bank estimates that 16 per cent of adults in London did not have basic digital skills in 2021 (defined as being able to carry out seven Foundation tasks). Source: Lloyds Bank, [Essential Digital Skills Report](#), 2021.

the sector is one of the most diverse in London's economy overall, there are significant inequalities by role type and level of seniority. For example, men account for around 12 per cent of the nursing and health visitor workforce but over 60 per cent of medical consultants.

The health and social care sector faces skills shortages and workforce development challenges. These include increasing the skill levels of non-clinical and social care staff to support career progression and retention in the workforce. Data on job postings in health-related occupations show a high demand for physiotherapists, staff nurses and occupational therapists. In caring services, high vacancies are found for support workers, care assistants and health care assistants. It is expected that the demand for adult-care services will rise due to the ageing population. Estimates of the number of additional jobs required in the adult social care sector is 17,000 in 2025, increasing to 69,000 by 2035.¹⁶ It is critical that London can support a skilled workforce to meet these job demands.

- **Green:** The Mayor is committed to his ambition to see London achieve net-zero carbon, and double the size of the green economy, by 2030. There were an estimated 234,000 jobs in green priority sectors in London in 2020, with this figure forecast to reach 505,000 by 2030.¹⁷ Green spaces also play a key role in supporting green growth across London's economy – from parks through to the greening of buildings. More broadly, green roles will be needed in all businesses – from managing energy use through to marketing products and services. We are keen to see delivery of AEB and FCfJ courses that support progression into green occupations, particularly in retrofitting and green construction. We are also interested in the delivery of skills that will support the transition to net-zero carbon across a range of industries where jobs are likely to change.¹⁸

Green jobs are predominantly undertaken by men. Women, people from ethnic minority backgrounds, and those with disabilities are still under-represented across the sector.

- **Creative industries:** Growth and demand for skilled workers continue to be strong in London's creative industries, particularly in film and TV (including universal effects (or UFX) and animation), and gaming. While the sector has specific technical-skills shortages, there is also a need to develop transferable skills amongst the workforce – such as time management, and customer and people

¹⁶ Skills for Care, [The state of the adult social care sector and workforce in England](#), 2021

¹⁷ WPI Economics, [Green Jobs and Skills in London: cross-London report](#), November 2021

¹⁸ For further analysis of green jobs and skills including what can be funded through the AEB and FCfJ, see GLA Economics, [Identifying Green Occupations in London](#), January 2022; RCU, [Green Skills Adult Education Provision in London](#), 2022; and WPI Economics, [Green Jobs and Skills in London: cross-London report](#), November 2021

management skills.¹⁹ Delivery of both technical and transferable skills that support entry and progression within the film, TV and gaming industries is of particular interest to the GLA, especially where it can mitigate the disadvantage of entry into this sector faced by certain groups of Londoners.

The sector has a key challenge in addressing the under-representation of certain groups, including Londoners from lower socio-economic backgrounds; women; Black, Asian and Minority Ethnic Londoners; and older workers. This is, in part, connected to the greater role of freelancers, which limits the range of employer-led recruitment and training opportunities, including apprenticeships. Also, the use of low-paid and unpaid roles to gain valuable work experience restricts opportunities, particularly for Londoners without the resources to subsidise the loss of earnings.

- **Hospitality:** The hospitality sector in London is diverse, and an essential part of life in the capital: one that also provides many employment opportunities for Londoners. The introduction of a new post-Brexit immigration system, and the reopening of the economy following lockdowns, have contributed to a high number of vacancies, rising sharply in the first half of 2022. In June 2022 the number of unique job postings in hospitality-related occupations were 8,225, up from 2,623 for the same period in 2021.²⁰ There is strong demand for chefs, kitchen assistants and bar/waiting staff. The sector is also an important source of entry-level employment for young people.

Many other sectors in London have current skills gaps;²¹ have long-term job-creation potential; offer strong labour-market returns in terms of high earnings; or make a significant difference to the lives of Londoners. For this reason, the GLA is also open to funding activity that meets the skills needs of other sectors.

- **Other sectors:** Applicants wishing to deliver provision that meets the skills needs of one or more of these other sectors will need to provide clear evidence and a rationale for their proposal. This may include, but is not limited to, skills gaps and job-creation potential; workforce profile and diversity; and how their provision will address these challenges and meet needs that are important for London.

In summary, the **activity funded through the Jobs and Skills for Londoners Fund should:**

- address the skills needs of priority groups identified in the [Skills Roadmap for London](#), and the [Recovery Evidence Base](#), as being hardest-hit by the pandemic and the rising cost-of-living

¹⁹ Creative Industries Policy and Evidence Centre, [Creative Skills Monitor: Research paper 1 2019/2020](#), July 2020

²⁰ Lightcast (previously Emsi Burning Glass). Data refers to three-month moving average.

²¹ For further evidence please see: GLA, [London Local skills report](#), February 2022.

- develop relevant sector- or occupation-specific provision in partnership and collaboration with employers; business and representative bodies; civil society organisations; and public bodies such as Jobcentre Plus
- provide a range of learning and training opportunities to support the recruitment, retention, and achievement of priority groups
- support learner progression – from entry level and into further learning up to level 4 – and other positive social outcomes
- support progression into good work – this means occupations paid at or above the London Living Wage, and no exploitative use of zero-hours contracts
- complement, but not duplicate, existing provision funded through other routes (such as the Mayor’s Academies Programme, the European Social Fund/the UK Shared Prosperity Fund, the No Wrong Door Programme, Multiply and Skills Bootcamps)
- support wider GLA objectives to:
 - recognise and address structural inequalities, promoting a fairer, more inclusive London and focusing on supporting the most vulnerable
 - collaborating with and involving London’s diverse communities
 - innovating and using digital technology data to meet emerging needs
 - prioritising sustainability, mitigating climate change and improving the resilience of our city
 - improving the health and wellbeing of all Londoners
 - ensuring affordability of measures and providing value for money.

About this Funding Opportunity

Through this competitive funding round, the GLA is awarding grants to London-based providers²² for the delivery of GLA-funded AEB and FCfJ training provision. As set out in the context section of this prospectus, the policy intent for this competition has an emphasis on progression into jobs in the digital, health and social care, hospitality, green economy and creative industries sectors.

The AEB funds adult participation in education and training, as well as Learning Support and Learner Support. Its principal purpose is to engage adults and provide the skills and learning they need to equip them for work or further learning. It enables flexible, tailored programmes of learning to be made available, which may or may not lead to a qualification, to help eligible learners engage in learning, build confidence and/or enhance their wellbeing.

The AEB supports a range of education and training provision. The [Find a Learning Aim](#) service contains details of eligible regulated qualifications, qualification components and non-regulated learning aims. Only adult skills formula-funded AEB learning aims will be eligible to be delivered through this provision.

As part of the Lifetime Skills Guarantee, a targeted level 3 adult offer has been developed to support adults who: lack an existing full level 3 qualification; and, from 1 April 2022, meet the definition of 'low wage' or 'unemployed', as per the [GLA AEB Funding and Performance Management Rules for Grant-funded Providers](#) (the Rules). This offer is also known as the FCfJ offer. The offer includes level 3 qualifications that will support the development of new skills for adult learners, and improve the prospects of eligible adults in the labour market. In particular, adults aged 24 and above will be able to access specific fully funded level 3 provision.

Successful bidders will be able to draw down funding realisation of job outcomes. This will cover any additional activity to support an individual (who has already completed a programme of learning) into employment, an apprenticeship or a paid supported work placement that meets the 'good work' definition outlined in Annex 2. The GLA expects successful bidders to commit to securing successful 'good work' job outcomes for minimum 20 per cent of their AEB learners who have successfully completed their learning programme.

Learners must be resident in London to be eligible for funding. Learners who are not resident in London may be eligible for AEB funding from the Education and Skills Funding Agency (ESFA) or another mayoral combined authority.

²² Providers with an established delivery site located within London and the London fringe are eligible to apply. The London fringe area is detailed in Annex 1.

Grants awarded through this process can only be used to support AEB-eligible learners and deliver provision as set out in the Rules, which are amended from time to time. Londoners supported by the FCfJ adult offer must meet the national residence eligibility criteria set out in [Adult education budget: funding and performance management rules 2022 to 2023](#). Please note that these rules are amended every academic year.

Bidders must apply to deliver across three academic years: 2023-24; 2024-25; and 2025-26. The proposed value of provision must be equal across academic years; but successful bidders will be able to vire funding across academic years subject to approval by the GLA and budget availability. Successful bidders will be able to request an increase in funding of up to 10 per cent of their overall budget, subject to budget availability and if invited by the GLA.

This is a grant-commissioning exercise, and therefore this process is not subject to the Public Contracts Regulation 2015. Awards will be made in line with the process set out in this document.

Eligibility

This section sets out the eligibility criteria that bidders must comply with as part of this process. This includes the eligibility of organisations to apply; the minimum and maximum values of eligible grant awards; and the eligibility of education and training provision. Bidders must pay close attention to the eligibility criteria set out in this section.

Provider eligibility

UK-registered learning providers with an established delivery site located within London and the London fringe area (detailed in Annex 1) are eligible to apply for this funding.

Bidders are permitted to submit one application only. Bidders can apply to deliver as the sole provider of learning provision; or can partner with other organisations, as subcontractors, to deliver part of the provision. Bidders must have a separate contractual arrangement with each subcontractor. Consortium applications will not be considered. If a bidder requests to change a subcontractor following the award, the GLA reserves the right to revisit the evaluation criteria in the application to confirm that these criteria would still be met as originally tested during this award process, in light of the new information. If the criteria are not met, approval for the proposed change may be refused.

Bidders must meet the qualifying criteria set out in Blocks 3 and 4 of the application. In certain cases, if a bidder does not meet these criteria, they will be considered to have failed the application as a whole, and the rest of their application will not be evaluated. For example, bidders assigned a Grade 4 (inadequate) rating at their most recent Ofsted inspection will be considered to have failed, and will not have the rest of their application evaluated. Some evaluation criteria are ‘mandatory fail’ questions – meaning that if the criterion is not met, the bidder will automatically fail. Others are ‘discretionary fail’ questions – meaning that the bidder will fail if satisfactory assurance has not been provided that the relevant issue has been addressed (such as significant or persistent deficiencies in performance of a substantive requirement under a prior public agreement, which led to early termination of that prior agreement within the past three years). Further information is provided in the Jobs and Skills for Londoners Application Guidance.

Grant award values

The minimum grant value that will be awarded per bidder through this process is £100,000 per academic year. The maximum grant value that will be awarded per bidder through this process is £1,800,000 per academic year, out of which up to £750,000 will be ringfenced to deliver eligible qualifications under the FCfJ offer. The minimum and maximum awards for each academic year, as stated above, will apply to the application as a whole. Bidders can apply to deliver AEB-only learning; FCfJ-only learning; or a combination of both. In case bidders apply for AEB or FCfJ allocation only, the minimum annual award is still £100,000; and the maximum annual awards will remain £1,800,000 and £750,000 respectively.

Bidders must apply to deliver across three academic years: 2023-24; 2024-25; and 2025-26. Subject to Mayoral approval and budget availability at the point of award, grant awards will be made for two academic years (2023-24 and 2024-25) with the possibility of extending the funding agreement for an additional academic year (2025-26). The proposed value of provision must be equal across each academic year. In case of underperformance, successful bidders may see a reduction in their annual grant values; however, they will be able to carry forward up to 3 per cent of their annual allocation across academic years if they have delivered at least 97 per cent of their annual allocation, subject to approval by the GLA and budget availability.

Funding rules

AEB grants awarded through this process can only be used to support eligible learners and deliver provision as set out in the Rules, which are amended from time to time. It is important that bidders read and understand the Rules, as well as all other supporting documentation published as part of this process, before submitting a proposal, as these will govern the delivery of the provision.

The latest published Rules relate to the 2022-23 academic year. Draft Funding Rules for the 2023-24 academic year will be published in March 2023. Registered bidders will be notified of publication of the Draft Rules for 2023-24 academic year in March 2023. Please refer to the [Information for GLA AEB Providers](#) webpage for the latest available version.

Performance-management arrangements for provision funded through this Fund (to be set out in the upcoming Draft Funding Rules) will be similar to the arrangements set out in the Grant-funded Providers Paid Based on Actual Levels of Delivery section of the 2022-23 Rules. Key characteristics of this section include the following:

- Payments will be made based on actual delivery each month.
- Providers will be expected to submit monthly funding claims.
- Awards can only be used to deliver AEB formula-funded learning aims.
- Any funding awarded for the delivery of eligible qualifications under the FCfJ offer will be ringfenced and reconciled separately from the AEB unless specified otherwise in the 2023-24 Rules.
- Learner Support funding awarded will be paid in line with the standard national profile for AEB contracts for services as set out in Annex 4.
- Successful bidders will be able to claim a fixed amount of £400 for job outcomes. This payment will fund additional activity to support an individual (who has already completed a programme of learning) into employment, an apprenticeship or a paid supported work placement that meets the ‘good work’ definition outlined in Annex 2.

Payments for the delivery of provision are made in arrears against the services delivered each month. Only AEB formula-funded activity will be eligible to be delivered through this provision. The value of your grant award for each financial year, and for each funding year, will be capped in accordance with the current ESFA methodology for calculating payments as set out in the Rules. Successful bidders will be able to request an increase in funding of up to 10 per cent of their overall budget, subject to budget availability and if invited by the GLA. The GLA will review performance and may reduce the grant value based on performance up to the time of the review and predicted future performance as set out in the Rules. Your Jobs and Skills for Londoners Delivery Template will set out the annual volume of learners and job outcomes to be delivered under your funding allocation. We expect successful bidders to commit to securing successful ‘good work’ job outcomes for a minimum of 20 per cent of their learners who have successfully completed their learning programme. Underperformance on annual job outcomes agreed in the Skills and Jobs for Londoners Delivery Template may result in the GLA applying a reduction to the AEB allocation in the next academic year. The GLA reserves the right to adjust the future allocations according to your performance level for either participation or job outcomes.

Funding rates

The [GLA Adult Education Budget Funding Rates and Formula for All Providers](#) sets out details of the funding system used to fund activity eligible for GLA AEB funding. It sets out the principles and features of the GLA's funding system for the 2022-23 funding year (1 August 2022 to 31 July 2023). Draft funding rates for 2023-24 will be available in March 2023. These principles and features are primarily in line with those set nationally by the ESFA. As such, the document may be amended from time to time – for example, to bring it in line with the national ESFA funding rates and formula, should these be changed. It describes how the GLA will calculate 'formula-funded' earnings for the AEB and Learning Support.

The [GLA Adult Education Budget Funding Rates and Formula for All Providers](#), along with information concerning the value of qualifications on gov.uk's [Find a learning aim](#) service, will help bidders to calculate the proposed grant values for their application. In particular, the Funding Rates document includes:

- programme weightings, which account for the relative costs of delivering training in different sectors and subjects
- disadvantage uplift, accounting for extra costs in support of the most disadvantaged learners
- area cost uplifts, accounting for the additional cost of delivering outputs in some areas
- other funding adjustments and/or financial contributions.

An [AEB Technical Guidance Note](#) has been published for the 2022-23 academic year. This provides technical guidance to AEB providers on monitoring codes in the Individualised Learner Record (ILR) that can be applied to GLA-funded learning delivery, and how they should be used. The guidance is aimed at those who prepare data returns, implement data specifications, and design systems.

Statutory entitlements

As set out in the Rules, the AEB supports four legal entitlements to full funding for eligible adult learners. These enable eligible learners to be fully funded for any/all of the following:

- English and maths, up to and including level 2, for individuals aged 19 and above, who have not previously attained a GCSE grade A* – C or grade 4, or higher
- a first full qualification at level 2 for individuals aged 19 to 23
- a first full qualification at level 3 for individuals aged 19 and above
- information technology ('digital') skills, up to and including level 1, for individuals aged 19 and over, who have digital skills assessed at below level 1.

Other GLA-funded provision

The GLA further funds provision in other areas. Please ensure you continue to monitor the website for any further flexibilities being introduced. Revised GLA AEB Grant Funding Rules for 2022-23 or Draft GLA AEB Grant Funding Rules 2023-24 may be published during the application window. Please refer to the [Information for GLA AEB Providers](#) webpage for the latest available version. The other areas of GLA-funded provision include the following:

- Level 3 flexibility – the GLA will fully fund learners to undertake level 3 qualifications, in addition to the legal entitlement, where they meet the criteria outlined in the GLA AEB Grant Funding Rules for 2022-23.
- British Sign Language (BSL) – learners aged 19 and above who are in low-paid work, or unemployed, will be fully funded by the GLA to study for a first qualification in BSL, up to and including level 2.
- Upskilling of teaching staff to deliver improved specialist provision for learners with special educational needs and disabilities (SEND) – the GLA will fully fund eligible learning aims that support the upskilling of teaching or Learning Support staff to deliver improved specialist provision for learners with SEND within the adult/further education sector. Please refer to the [Information for GLA AEB Providers](#) webpage for a list of eligible qualifications.
- London Factor – the GLA will provide a ‘London factor’ 13.5 per cent funding uplift, applied to the weighted base rate of all AEB-fundable qualifications up to and including level 2. This additional investment at lower levels of learning will support providers to offer more holistic and targeted support for learners.
- Full funding for level 4 eligible qualifications – the GLA will fully fund non-prescribed vocational and technical qualifications at level 4 that support skills gaps in London for those who are unemployed, out of work and outside benefit arrangements; or are in receipt of a low wage, regardless of prior qualification level. A list of level 4 eligible qualifications is published on the GLA website and will be updated from time to time. Funding any other level 4 qualifications is subject to approval by the GLA. Please refer to the [Information for GLA AEB Providers](#) webpage for a list of level 4 eligible qualifications.
- Fully funded licences to practise – the GLA will fully fund specific licence-to-practise accreditations for those who are unemployed, out of work and outside benefit arrangements, and have the right to work in the UK; or are in receipt of a low wage. The GLA is piloting this flexibility in the certain sectors/occupations, based on Mayoral priority sectors and skills gaps. Please refer to the [Information for GLA AEB Providers](#) webpage for further details on the sector-relevant AEB-funded learning aims that will enable this flexibility. The sectors, and the relevant costs covered, are:
 - construction: Construction Skills Certification Scheme (CSCS) (labourer) accreditation (CSCS card) cost; and, if required, the test fee for the associated CITB Health, Safety and Environment qualification

- hospitality: SIA licence (door supervisor) cost; and, if required, the associated First Aid qualification.

Free Courses for Jobs

Bidders can apply to deliver fully funded level 3 qualifications under the FCfJ offer. Please refer to the Department for Education's [list of eligible qualifications](#) to find out which courses can be funded through this provision. An uplift of either £600 or £150 is applied to the weighted rate for learning aims included in the FCfJ offer. The FCfJ provision, however, will not attract a job-outcome payment. Providers will also have discretion to use up to 20 per cent of their FCfJ allocation to fund learners who are enrolled in level 3 technical, vocational or occupational qualifications that are included in the [GLA Level 3 Local Flexibility List](#), but not in the national list of qualifications. Qualifications funded through this flexibility will not attract an uplift to the weighted rate, as outlined above.

The value of delivery of this specific entitlement will be ringfenced unless specified otherwise in the Rules (funding cannot be used to deliver other AEB-eligible provision) and may not exceed £750,000 per academic year. The minimum and maximum awards for each academic year, stated above, will apply to the application as a whole. Bidders can apply to deliver AEB-only learning, FCfJ-only learning, or a combination of both.

Under the FCfJ offer, any adult aged 24 and over who wants to achieve their **first full level 3 qualification** (equivalent to a technical certificate or diploma, or two full A-levels) will be able to access almost 400 fully funded courses. These can be found on the [list of eligible qualifications](#).

Learners aged 19-23 will be fully funded to undertake level 3 qualifications on the FCfJ list of eligible qualifications where it is their first full level 3 qualification, and the qualification is not available as part of the level 3 legal entitlement. Learners aged 19-23 must be funded via the AEB allocation and not the ringfenced FCfJ allocation.

Qualifications in scope

Bidders may propose, as part of their application, to deliver either regulated qualifications and/or their components, or non-regulated learning. Proposed provision must be formula-funded provision – fundable under Adult Skills Model 35 in the ILR.

If bidders are seeking to deliver regulated qualifications and/or their components, these will need to be available on the [Find a learning aim](#) service on gov.uk.

Bidders should note that changes to eligible qualifications, funding rates, and/or statutory entitlements may be made in future by the GLA or by national government. We will inform bidders as soon as we can prior to any changes being introduced, but until they are

confirmed bidders should continue to apply the current eligibility criteria as set out in the Rules.

Should the eligibility of a qualification change during the term of the agreement, AEB funding payments will continue to be made at the same rate for learners continuing to study a learning aim, having started before the eligibility change came into force, in order to enable them to achieve their learning aim – as long as this can be achieved within the agreed delivery period.

Support funding

Some learners experience barriers to engaging with learning. Bidders may, as part of their application, include proposals to also deliver support services to these learners to help them to overcome these barriers and fully participate in education and training. Learning Support and Learner Support payments may be made from grants awarded through this process for the following:

- Learning Support (including additional and exceptional Learning Support) – available to bidders to meet the cost of making reasonable adjustments, as part of the Equality Act 2010, for learners who have an identified learning difficulty or disability, to achieve their learning goal
- Learner Support – available to bidders to support learners with a specific financial hardship preventing them from participating in learning, such as childcare or residential costs associated with learning.

The criteria and requirements for Learner and Learning Support are explained more fully in the Rules.

All Learning and Learner Support payments will be calculated using the arrangements set out in the [*GLA Adult Education Budget Funding Rates and Formula for All Providers*](#).

Bidders should note that payments claimed for exceptional Learning Support, and for additional Learning Support above the fixed monthly rate published in the [*GLA Adult Education Budget Funding Rates and Formula for All Providers*](#), must be supported by evidence of actual costs. If this evidence is not available at monitoring or audit, payments that have been made to a provider may be recovered by the GLA, as set out in the Rules.

Bidders are asked to estimate the value of their Learner and Learning Support requirements in their proposal. Where applicable, awards will include allocations for Learner Support, payable in line with the standard national profile for AEB contracts for services, as set out in Annex 4.

Provision Requirements

The provision must comply with the Rules published by the GLA. The overall aims of the provision are to engage London residents aged 19 and above, and to provide education and training to equip them with the skills both they and local employers/business need, ultimately enabling them to access or progress in work.

The provision must align with that set out by the bidder in their Skills and Jobs for Londoners Delivery Template.

Prior to commencing delivery of the provision, providers must hold the appropriate approvals and authorities to deliver the provision. This must include relevant authorities to deliver and award the learning aims and qualifications that will be offered – for example, an authority to deliver qualifications from the awarding body and issuing organisation.

Bidders must have the capacity and capability for data and evidence collection, management, and reporting; and be able to comply with GLA and ESFA requirements, including the submission of performance management data through the ILR and GLA Open Project System (GLA OPS). Providers must have processes and controls in place to ensure the eligibility of the learner; comply with audit requirements; monitor progress; and manage risks. Further information on data, evidence and reporting requirements can be found in the Rules.

The ESFA retains responsibility for some aspects of the AEB, including the management of the ILR system. The ESFA will also continue to be involved in intervention measures for non-AEB funding streams that may be received by the bidder, such as 16-19 funding or adult learner loans. The GLA will manage underperformance through regular monitoring and review processes as explained in the Rules.

Bidders will be required to demonstrate that they understand the risks inherent in delivering the services they propose, and that they have considered mitigations to reduce these risks and maintain delivery of the AEB provision.

Payments

Providers will be paid in arrears on the basis of actual delivery each month, cumulatively up to the maximum grant value for each funding year (the ‘annual grant value’) and each financial year (the ‘financial year grant value’); and up to the maximum value of funding

awarded for the duration of the agreement (the ‘overall lifetime grant value’). The funding years and financial years applicable to the grants for delivery of this provision are set out in Table 1 of this document. The GLA, working with the ESFA, will calculate the value of the actual delivery by using the latest validated ILR (taking into account any information reported in the earnings adjustment statement) submitted by providers.

Table 1: Funding years and financial years

Funding and grant year*	Funding-year periods	Months and financial year
2023-24 funding year (Year 1)	Periods 1 to 8	August 2023 to March 2024, 2023-24 financial year
	Periods 9 to 12	April 2024 to July 2024, 2024-25 financial year
2024-25 funding year (Year 2)	Periods 1 to 8	August 2024 to March 2025, 2024-25 financial year
	Periods 9 to 12	April 2025 to July 2025, 2025-26 financial year

*The grants might be extended for another grant year 2025-26 subject to budget availability.

We will be using the ESFA’s ILR methodology and payments-system service offer to calculate payments for this provision. Therefore, payments for services delivered up to 31 March within a funding year will be capped to the maximum grant value for the financial year that falls within that funding year; and payments for services delivered up to the 31 August in a funding year will be capped to the annual grant value for that funding year. The calculation of the financial-year grant value is based on the annual grant value apportioned monthly in line with the national monthly profile as set out in the Rules. Please note that we may review this process and make changes in future years, depending on any agreement with the ESFA on a future payments-system service offer.

The GLA will undertake an annual reconciliation of funding claimed and evidenced by AEB providers against the payments made for delivery of these services by the GLA. Following the reconciliation, any identified overpayments will be recovered from the provider; and any additional payments that the provider is entitled to will be made by the GLA if required, as explained further in the Rules. Bidders should also note that underperformance may lead to a reduction in their grant value.

FCfJ allocations will be ringfenced and managed separately from AEB allocations. The paragraphs above also apply to providers’ FCfJ allocations. FCfJ allocations will be paid in arrears on the basis of actual delivery each month. Successful bidders will not be able to draw down job-outcome payments from their FCfJ allocations. However, the GLA requires that successful bidders report any ‘good work’ outcomes of their FCfJ learners in the relevant ILR destination fields.

Providers will also be able to draw down £400 of AEB funding for each job outcome achieved as part of the programme. Both participation (starts) and job outcomes will be planned by bidders in their Skills and Jobs for Londoners Delivery Template. The GLA expects that successful bidders will not increase participation at the expense of their planned job outcomes. All claimed job outcomes must meet the definition of 'good work'. Further details on job-outcome payments and the definition of 'good work' are set out in Annex 2.

Learner Support funding awarded will be paid in line with the national profile for AEB contracts for services as set out in Annex 4.

Onboarding

In July 2023, prior to delivery starting on 1 August, there will be an onboarding process that may include a visit by GLA officers to pre-check the paperwork and systems in place for AEB compliance. Further details will be issued to bidders that are awarded a grant.

Performance management

Underperformance will be managed through close performance management and regular reviews, as described in greater detail in the Rules. The GLA provider-managers will arrange termly monitoring and review visits to discuss performance against annual and lifetime financial and delivery profiles. The frequency of monitoring and review visits, and reporting requirements, may be increased if a provider is underperforming or there are other concerns around delivery.

GLA provider-managers will review each provider's performance and capability through termly visits and monthly management information, and consider any necessary actions or changes to address performance. As payments are based on actuals, underperformance may lead to reduced grant values. Where a provider is underperforming based on the mid-year and/or final funding claim, they will be considered in scope for reduction or termination.

Grant agreements will include targets based on the Skills and Jobs for Londoners Delivery Template, and performance against these will be reviewed. Subject to budget availability, providers may be invited to request an increase in their overall grant-agreement value of up to 10 per cent. Providers may also be invited to request a voluntary reduction based on performance.

Further information will be provided in the Draft 2023-24 AEB Grant Funding Rules, which will be published in March 2023.

Application Process

Applications open on 4 November 2022. Bidders will have six weeks to complete their applications. Every bidder should be registered on GLA OPS to submit their application. The application process will close at 17:00 on 16 December 2022. We will not be considering applications submitted after the deadline unless evidence of technical issues when submitting (screenshots) are provided. We will only review reported issues submitted to skills-ops@london.gov.uk (cc: aebcompetition@london.gov.uk) before 17.00 on 16 December 2022. Issues reported after this time will be considered late submissions and therefore will not be considered. For further details on how to register, please refer to the Jobs and Skills for Londoners GLA OPS Guidance document.

Further information on how to apply is given in the Jobs and Skills for Londoners Application Guidance document.

Bidders can submit requests for clarification by sending an email to aebcompetition@london.gov.uk. Clarifications will be published on the GLA website every Monday until 12 December 2022. Bidders must submit their clarification request by Wednesday of the previous week to receive a response in the next set of clarifications.

Please ensure you continue to monitor the website for any announcements or clarifications. Revised GLA AEB Grant Funding Rules for 2022-23 or Draft GLA AEB Grant Funding Rules 2023-24 may be published during the application window. Please refer to the [Information for GLA AEB Providers](#) webpage for the latest available version.

Market-warming events are scheduled to take place on the 10 and 14 November 2022. Details will be published on the GLA website.

We expect bidders to be notified of the outcome of this process by June 2023.

It is envisaged that the process will follow as close as possible the timeline outlined below. However, these dates are provided for your guidance only, and are subject to change.

Table 2: Indicative timeline

Activity	Timeframe guide
Market-warming events	10 November 2022 and 14 November 2022
Deadline for clarification requests	7 December 2022
Application submission deadline	16 December 2022

Application evaluation period	December 2022 to April 2023
Notification of awards	June 2023
Mobilisation/onboarding	July 2023
Delivery start	1 August 2023

Evaluation process

The scoring criteria that will be used to score applications are presented in **Table 3**. The evaluation criteria which are set out in **Table 4** will be weighted to represent the importance that the GLA attaches to each criterion.

The total maximum score for the application will be 100 per cent. Bidders should note that this maximum score will only be available for organisations intending to deliver provision in one or more of the priority sectors. Where a bidder applies to deliver in priority sectors and ‘other’ sectors, the total maximum score available will also be 100 per cent. Where a bidder applies to deliver provision only in ‘other’ sectors, the maximum score will be restricted to 87 per cent. **Table 4** outlines the evaluation criteria and their respective weightings. For more information, please refer to the Jobs and Skills for Londoners Application Guidance document.

Fully compliant applications that are received by the deadline will be scored by three evaluators. The scores of the three evaluators will be averaged to determine the final score for each evaluation criteria (in other words, each question). Bidders will be ranked based on their overall score in accordance with the evaluation criteria set out in **Table 4**.

The overall ranking will be reviewed by an expert panel prior to final recommendations being made.

Table 3: Scoring criteria

Score	Criteria for scoring
4	Excellent 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 is provided that supports delivery of the application in practice.
3	Good A good-quality response that meets and exceeds all the minimum requirements, and gives the GLA a good level of confidence that most aspects of the application are deliverable, with no or only minor

	reservations. Good evidence is provided that supports delivery of the application in practice.
2	Meets minimum requirements 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 that supports delivery of the application in practice.
1	Poor 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.
0	Inadequate 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.

Table 4: Evaluation criteria

No.	Questions	Weighting
5.1	Describe how your provision will meet the skills needs of the priority sector(s), and set out your approach to achieving successful outcomes through your education/training services, including supporting people into good work in these sectors.	13%
5.2	Provide a clear and strong rationale for your choice of 'other' sector, including how you will meet the skills gaps demanded by employers; support Londoners into good jobs; and achieve successful outcomes in these sector(s).	12%
5.3	Demonstrate how you will provide support to disadvantaged Londoners hardest hit by the cost-of-living crisis to enable them to overcome barriers to learning.	13%
5.4	Set out how you will design and deliver provision that supports Londoners with special educational needs or disabilities to engage with, and progress with, your learning offer.	9%
5.5	Describe how you intend to administer the London Learner Survey over the term of your grant agreement to achieve a participation rate of 50 per cent. How will you work with learners to support them to complete the survey?	5%

6.4	Explain how you expect these volumes/outcomes to be achievable.	11%
7.1	Describe your contract management and resourcing approach to ensure the quality of provision is consistently high.	7%
7.3	Explain the processes your organisation will use to report and evidence your management information and ensure audit compliance.	7%
7.4	Provide evidence of how you have previously used quality process(es) and/or tools to ensure you successfully delivered high-quality services.	7%
8.1	Explain how your organisation is representative of the communities it seeks to serve; and how it will positively promote and encourage diversity and equality at all levels within your organisation, and eliminate unlawful discrimination, harassment and victimisation.	4%
8.2	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.	4%
8.3	Explain what actions your organisation is taking or working towards in meeting the Mayor's commitment for London to be a net-zero-carbon city by 2030.	4%
8.4	Explain how you will ensure the safeguarding of participants in particular vulnerable adults.	4%

Allocation of awards

Awards will be made to the highest-ranked bidders subject to recommendation by the expert panel, budget availability and successful financial due diligence.

If the value of a successful application is higher than the budget available, a provider may receive an offer of funding lower than the requested amount of either general AEB provision or the FCfJ offer to deliver the available budget.

Successful providers may be funded on a pro rata basis to ensure allocation of the available budgets. This could include AEB, FCfJ or a combination of both. If a pro rata amount is awarded, the corresponding amounts suggested in the Skills and Jobs for Londoners Delivery Template will be amended proportionately.

If an award offer is turned down by a bidder, an offer would be made to the next-highest bidder. Successful bidders must not place any reliance upon funding until a signed funding agreement is in place; any such reliance or start of delivery before that is entirely at their own risk.

Please note that where, under the Skills and Post-16 Education Act 2022, the Secretary of State for Education makes arrangements for keeping a list of relevant providers that meet specified conditions, your funding agreement may be terminated by the GLA in the circumstances that you are not included on the published list of relevant providers. In case the list is published before this competition concludes, all successful bidders must be on the above-mentioned list of relevant providers prior to signing a grant-funding agreement with the GLA.

Provider feedback

The GLA will notify bidders of the outcome of the evaluation and provide general feedback to unsuccessful bidders in June 2023. The GLA will not consider appeals regarding the final award decisions made.

Financial Due Diligence

The GLA will carry out financial due diligence checks prior to any agreement to award funding as per the Jobs and Skills for Londoners Financial Health Requirements and Guidance document, published as part of the bidding documentation.

Due diligence on bidders will comprise the following checks: liquidity; profitability; return on capital employed; debtors and creditors cycle; a review of Credit Safe reports; Charity Commission checks (where applicable); and a review of the bidder's insurance documents, and finance and procurement regulations, to ensure that robust governance arrangements are in place to account for and manage the GLA's funding.

Conditions of Applying

Equality and diversity

The GLA is committed to proactively encouraging diverse suppliers to participate in its procurement and grant-award processes for goods, works and services. It will provide a level playing field of opportunities for all organisations including small and medium-sized enterprises; Black, Asian and Minority Ethnic-owned businesses; and other diverse suppliers. Consistent with its obligations as a Best Value Authority, and in compliance with UK legislation, the GLA's process will be transparent, objective and non-discriminatory in the selection of its suppliers. The GLA will actively promote diverse suppliers throughout its supply chains.

Transparency

The government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes commitments relating to public expenditure, intended to help achieve better value for money. Suppliers and those organisations looking to bid for public-sector agreements should be aware that if they are awarded an agreement, the resulting agreement can be published. In some circumstances redactions will be made to some agreements before they are published in order to comply with existing law.

Responsible procurement

The GLA will proactively conduct this process in line with the GLA's [Responsible Procurement Policy](#). Within its obligations as a Best Value Authority, and in compliance with UK legislation, the GLA will adopt the principles of 'reduce, reuse, recycle' and 'buy recycled'. The GLA is committed to applying these principles in its procurement of goods, works and services, where the required criteria for performance and cost effectiveness can be met. The GLA will actively promote responsible procurement throughout its supply chains. The GLA expects its suppliers to have in place, and implement, policies to promote these principles.

Good faith

In submitting an application, you undertake that you are providing your submission in good faith; and that you have not, and will not at any time, communicate to any person (other than the GLA, a bidder's advisers or third parties directly concerned with the preparation or submission of its response) the content or amount (or approximate amount) or terms (or approximate terms) of your response, or of any arrangement or agreements to be entered into in relation to your application. In submitting an application, you undertake that the

principles described in this section have been, or will be, brought to the attention of all subcontractors, and associated companies that are or will be providing services or materials connected with your response.

Accuracy of information

In submitting an application, you undertake that all information contained in your response or at any time provided to the GLA in relation to the agreement is true, accurate and not misleading; that all opinions stated in any part of a response are honestly held; and that there are reasonable grounds for holding such opinions. Any matter that arises and renders any such information untrue, inaccurate or misleading will be brought to the attention of the GLA immediately.

Expenses and losses

The GLA will not be liable for any costs incurred by the bidder responding to this competitive process.

Freedom of Information

The GLA as a public authority is subject to the Freedom of Information Act 2000 (FOIA). In applying for this (or any) competitive process, bidders should be aware that information they provide may be disclosable, either under the GLA's Publication Scheme or if a request is made to the GLA.

The FOIA requires the GLA normally to release information requested by any person ('person' legally includes companies and other bodies). At the same time the FOIA recognises that a public authority, in order to carry out its functions, may decline certain requests where an appropriate exemption applies. In particular, two exemptions under sections 41 and 43 of FOIA, described below, may apply.

Information provided in confidence

Section 41 provides that information is exempt if it was obtained by the GLA from any other person, and the disclosure of the information to the public by the GLA would constitute a breach of confidence actionable ('actionable' meaning that it could be the subject of a legal claim) by that or any other person. In order for the GLA to rely on this exemption, the information must be given in confidence – that is, the information must not be in the public domain; must not have been treated as non-confidential in the past; and must have been provided in circumstances importing an obligation of confidence.

Bidders should be aware that, firstly, the GLA will not normally agree to treat information as confidential in the absence of specific legal advice that it is proper to do so; and, secondly, that marking a document as 'confidential' will not give it that status. The scope

for application of the section 41 exemption in relation to an application for funding is limited.

Commercially sensitive information

It is more likely that this exemption may apply to a grant application. Section 43 provides that information may be exempt if it constitutes a trade secret, or if the disclosure is likely to prejudice the commercial interests of any person (which includes the bidder). Accordingly, for example, genuinely sensitive pricing information may attract this exemption. This exemption is subject to the public interest test – that is, in considering disclosure, the GLA must weigh up the public interest in withholding disclosure with the public interest in disclosing the information in question.

Requests for special treatment of information

Should a bidder regard particular information as given in confidence, constituting a trade secret, or likely if disclosed to prejudice their commercial interests, they should indicate this clearly, with an explanation. Note that it will not be sufficient to assert that the whole application is confidential or commercially sensitive. Indicating what information may be confidential or commercially sensitive may assist the GLA in determining whether any exemptions apply. It should be noted that it is the GLA, which will determine whether a disclosure should be made and that this will be determined on a case-by-case basis by the GLA.

Effect of time

Bidders should be aware that, over time, some information may lose its confidential nature or commercial sensitivity. If you consider this to be the case, please indicate when, in your view, such information may be released. This should be a reasonable time period in relation to the nature of the data.

Personal data

One other FOIA provision that may be relevant in certain circumstances is section 40, which broadly speaking provides an exemption in relation to personal data (as defined in the Data Protection Act). However, this will not usually exempt, for example, information provided about individuals involved in the application.

Audit

The GLA (or its representatives) will audit provision awarded through this competitive process regularly, and so providers should expect an audit visit at least once per year. Providers must comply with, and ensure any subcontractors comply with, all audit requirements. This includes facilitating unrestricted access to documentation, records,

information and assets that the GLA considers necessary for audit and assurance. Providers must ensure that evidence is available to support all AEB funding claimed when an audit takes place.

Evaluation

The GLA may undertake an evaluation of this provision or allow another body to do so. If so, we will require providers to comply fully with all requests in relation to our evaluation strategy and approach, including facilitating access to data and interviews or meetings with subcontractors, learners, employers and stakeholders.

London Learner Survey

The London Learner Survey (LLS) was launched in August 2021 to measure the economic and social outcomes achieved through AEB-funded learning. It is delivered in two parts: a baseline survey administered by providers at the start of the course; and a follow-up survey administered by IFF Research five months after the end of the course. All GLA-funded providers are required to participate.

All GLA-funded learners are eligible and all providers have a target to achieve a learner participation rate of 50 per cent in the survey in each academic year. Where this is not achieved, it can have implications for funding allocations. Providers are required to designate time for learners to complete the survey, for example, by administering the survey in classes or embedding it into learner induction. More information is available on the GLA [website](#). Requirements relating to the LLS are set out in the AEB Funding Rules.

Disclaimer

No information in this document is, or should be relied upon as, an undertaking or representation of the GLA's ultimate decision in relation to the education and training services requirement. The GLA reserves the right, without notice, to change the process detailed in this document or to amend the information provided. This includes, but is not limited to, changing the timetable, the scope and nature of the competition, and the competitive process.

You enter into this process at your own risk. The GLA shall not accept liability nor reimburse you for any costs or losses incurred by you in relation to your participation in this competitive process, whether or not the GLA has made changes to the competitive process and whether or not your application is successful.

The GLA reserves the right, at any point and without notice, to discontinue the competitive process without awarding a grant, whether such discontinuance is related to the content of applications or otherwise. In such circumstances, the GLA will not reimburse any expenses incurred by any person in the consideration of and/or response to this

opportunity. You make all applications, proposals and submissions relating to this opportunity entirely at your own risk.

No part of this document, any online document or its appendices, or any other communication from or with the GLA constitutes a binding agreement, or a representation that any grant award shall be offered.

Annex 1 – London Fringe Area

A map of London and its fringe authorities is provided below. Bidders must have an established delivery site located within London or its fringe authorities to be eligible to bid as part of this competitive process.

Map of local authority areas within the London fringe

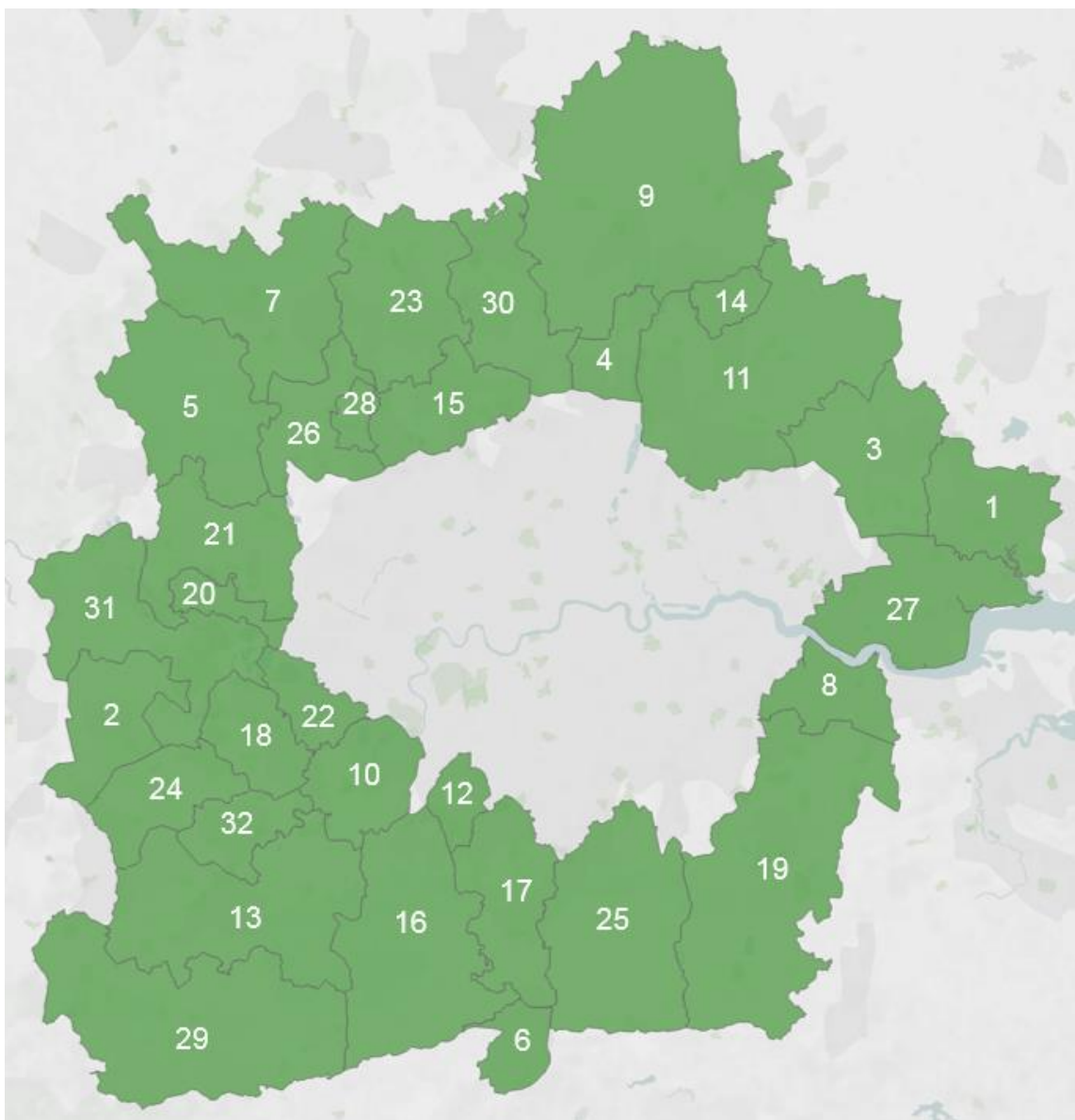


Table 5: London Fringe Authorities

Reference	Local Authority
1.	Basildon
2.	Bracknell Forest
3.	Brentwood
4.	Broxbourne
5.	Chiltern
6.	Crawley
7.	Dacorum
8.	Dartford
9.	East Hertfordshire
10.	Elmbridge
11.	Epping Forest
12.	Epsom & Ewell
13.	Guildford
14.	Harlow
15.	Hertsmere
16.	Mole Valley
17.	Reigate & Banstead
18.	Runnymede
19.	Sevenoaks
20.	Slough
21.	South Bucks
22.	Spelthorne
23.	St. Albans
24.	Surrey Heath
25.	Tandridge
26.	Three Rivers
27.	Thurrock
28.	Watford
29.	Waverley
30.	Welwyn Hatfield
31.	Windsor & Maidenhead
32.	Woking

Annex 2 – Job Outcomes

Providers will be able to draw down funding for job outcomes from their AEB allocations unless stated otherwise. This payment will fund additional activity to support an individual (who has already completed a programme of learning) into employment, an apprenticeship or a paid supported work placement that meets the ‘good work’ definition outlined below.

Reporting and evidence

Providers will be able to draw down a fixed payment of £400 (not including any disadvantage uplift) from their annual AEB allocation on the achievement of a job outcome that meets the definition of ‘good work’. The job outcome must start within six months of the completion of a learner’s programme of learning (specifically the completion of their last adult skills funded learning aim). To claim a job-outcome payment, the provider must be able to demonstrate that:

- 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
- within six months of completing their programme of learning (specifically, completing their last learning aim), the learner has entered employment, an apprenticeship or a paid supported work placement that meets the definition of ‘good work’, i.e.:
 - it is expected to last at least four weeks
 - it pays a basic salary of at least the London Living Wage
 - it is for a minimum of 16 hours per week
 - it does not involve the use of zero-hours contracts; or
- the provider has supported the learner to achieve self-employed status in sectors where self-employment is a pre-requisite to employment.

The job outcome must be reported in the ILR through use of the GLA-specified Outcome Payment learning aim, coded as Funding Model 35. Job-outcome payments will be processed once a year at the existing reconciliation point and will be based only on actual achievement recorded in the final R14 ILR data.

Evidence of the learner’s job outcome must be seen by the provider and include either: a copy of a letter or email from the employer; or a contract of employment and a self-certification form signed by the learner who has been retained (hard or soft copy). Providers would need to confirm the employment met the requirements of the funding.

In the case of self-employment outcomes, providers would need to see both of the following:

- confirmation of self-employed/freelance status
- written confirmation of a piece of work undertaken in the form of a contract or email from an employer confirming the opportunity.

Job outcomes that predate the learning achievement end date in the ILR will not be eligible.

The GLA expects successful bidders to commit to securing successful 'good work' job outcomes for, at a minimum, 20 per cent of their AEB learners who have successfully completed their learning programme.

Annex 3 – Glossary

Achievement – The outcome of a qualification or progression into learning or employment.

Adult Education Budget (AEB) – This includes all GLA participation and support funding (not including apprenticeships, Advanced Learner Loans, or education and training services funded by the ESFA). The principal purpose of the AEB is to engage adults and provide them with the skills and learning needed for work, an apprenticeship or further learning. The AEB supports the national legal entitlements to full funding for eligible learners as set out in [Adult education budget: legal entitlements and qualification eligibility principles 2018 to 2019](#), and enables adults to enrol on flexible tailored programmes of learning, which do not need to include a qualification, to help those furthest from learning or employment. Specific objectives of the AEB include improving basic skills, increasing the number of people with technical and job-specific skills, and supporting progression in work.

AEB allocation – The share of the grant awarded to a successful bidder deliver provision eligible under the AEB.

AEB formula-funded learning aims – Provision funded through Adult Skills Model 35 in the ILR. For more information, refer to the GLA AEB Funding Rules.

Advanced Learner Loans – Advanced Learner Loans are available for individuals aged 19 or above to undertake approved qualifications at levels 3 to 6, at an approved provider in England. Advanced Learner Loans give individuals access to financial support for tuition costs similar to that available in higher education; and are administered by Student Finance England. The availability of loans at level 3 for those aged 19- 23 does not replace an individual's legal entitlement for full funding for a first full level 3 qualification. For more information see [here](#).

Application – A proposal to deliver services against one or more of the priority sectors identified in the Jobs and Skills for Londoners Prospectus.

Bidder – The organisation making an application in response to this grant competition.

Earnings adjustment statement – The form providers need to fill in to claim funding that cannot be claimed through the ILR.

ESFA – The Education and Skills Funding Agency.

Exceptional Learning Support – Learning-support funding to meet the costs of putting in place a reasonable adjustment for a learner who requires more than £19,000 in a funding year.

Financial due diligence – The process through which the financial health of the bidder is assessed. All awards are subject to passing the financial due diligence process.

Free Courses for Jobs (FCfJ) level 3 adult offer – Any adult aged 24 and over who wants to achieve their **first full level 3 qualification**, which is equivalent to a technical certificate or diploma, or two full A levels, will be able to access almost 400 fully funded courses which could be found on the [list of eligible qualifications](#).

FCfJ allocation – The share of the grant awarded to a successful bidder to deliver provision eligible under the FCfJ offer.

Good work – Employment that is expected to last at least four weeks, pays a basic salary of at least the London Living Wage, is for a minimum of 16 hours per week, and does not involve the use of zero-hours contracts.

Helping Londoners into Good Work – One of the nine missions set out under the London Recovery Programme.

Individualised learner record (ILR) – The primary data collection requested from learning providers for further education and work-based learning in England. The government uses this data to monitor policy implementation and the performance of the sector. It is also used by organisations that allocate funding for further education.

Learner Support – Funding that enables providers to support learners with a specific financial hardship, which might prevent them from being able to start or complete their learning.

Learning Support – Funding that enables providers to put in place a reasonable adjustment, set out in the Equality Act 2010, for learners with an identified learning difficulty and/or disability to achieve their learning goal.

Legal entitlement – The legal entitlement to education and training allows learners to be fully funded who are aged:

- 19 and over, who have not achieved a grade 4 (legacy grade C), or higher, and study for a qualification in English or maths up to and including level 2
- 19 to 23, if they study for a first qualification at level 2 and/or level 3
- 19 and over, who have digital skills assessed at below level 1.

London – The area comprising the London boroughs, the City and the Temples constitutes an administrative area known as Greater London.

London fringe – The area comprising London and its neighbouring authorities, as set out in Annex 1.

London Living Wage – The London Living Wage is an hourly rate of pay, currently set at £11.95 for 2022-23. It is calculated independently to reflect the high cost of living in the capital.

London Recovery Board – London's recovery is led by the London Recovery Board, chaired jointly by the Mayor of London, Sadiq Khan, and the Chair of London Councils. It brings together leaders from across London's government, business and civil society, as well as the health and education sectors, trade unions and the police, to oversee the long-term recovery effort.

Ofsted – The Office for Standards in Education, Children's Services and Skills inspects services providing education and skills for learners of all ages. Ofsted's role is to make sure that organisations providing education, training and care services in England do so to a high standard for children and students.

Organisation – We use the term 'organisation' to include companies, charities, bodies, colleges, universities, sole traders and other types of entity, including those who are in the same group as, or are associated with, the main provider. The term 'organisation' excludes individuals who are self-employed or supplied by an employment agency, and who are working under the main provider's or employer-provider's direction and control, in the same way as an employee.

Other funding adjustments – A factor used as part of the ILR to adjust the funding claimed for GLA programmes or initiatives that are funded differently to national AEB rates.

Subcontractors – Organisations that hold a contract with a GLA-funded provider to deliver part of the provision.

SEND – Special educational needs and disabilities.

The Rules – The GLA AEB Funding and Performance Management Rules for Grant-funded Providers, which govern delivery of AEB provision.

Annex 4 – Standard National Profile for AEB Contracts for Services

The following table refers to P1 to P12. These represent the funding-year periods where P1 is August and P12 is July.

We will use the adult skills profile for performance-management.

	P1 %	P2 %	P3 %	P4 %	P5 %	P6 %	P7 %	P8 %	P9 %	P10 %	P11 %	P12 %
Adult skills monthly profile	7.93	9.14	9.44	8.54	6.67	8.47	8.38	8.48	8.32	7.47	8.63	8.53
Adult skills cumulative profile	7.93	17.07	26.51	35.05	41.72	50.19	58.57	67.05	75.37	82.84	91.47	100
Learner Support monthly profile	50.0	0.00	0.00	0.00	0.00	25.0	0.00	0.00	25.0	0.00	0.00	0.00
Learner Support cumulative profile	50.0	50.0	50.0	50.0	50.0	75.0	75.0	75.0	100	100	100	100

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