

# **Jobs and Skills for Londoners**

## **Application Guidance**

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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 Jobs and Skills for Londoners fund. It also provides guidance for Bidders on what is required to complete each section of the Application. This document should be read alongside the *Jobs and Skills for Londoners Prospectus* (the Prospectus) and other accompanying documents. Please read all documents listed below in their entirety to submit an eligible application.

Documents
Jobs and Skills for Londoners Prospectus
Jobs and Skills for Londoners Application Guidance
Jobs and Skills for Londoners Delivery Template
Jobs and Skills for Londoners GLA OPS Guidance
Jobs and Skills for Londoners Financial Health Requirements and Guidance
Jobs and Skills for Londoners Equality Impact Assessment

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 *Jobs and Skills for Londoners GLA OPS Guidance* (GLA OPS Guidance) document provides information on how to register and use GLA OPS. As stated in the Prospectus, Potential Suppliers will be required to have a valid UK Provider Reference Number (UKPRN) with the [UK Register of Learning Providers](#) (UKRLP) in order to submit their application.

The GLA OPS application portal is divided into ten 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.

# Application Guidance

## Block 1 – Project Details

Block 1 of the Application asks for provider and project information. You must complete all fields unless they do not apply to your organisation / project.

You must provide the address of your main delivery site at **1.7**. The 'Borough' you select at **1.8** must be the London borough in which your established delivery site is located. If you will deliver across multiple London boroughs, please select that option. This question may be left unanswered if your established delivery site is in the London fringe (as set out in the Prospectus). Please provide the postcode of your main delivery site at **1.9**.

Block 1	Project Details
Question number	Question
1.1	Project title
1.2	Bidding Arrangement
1.3	Organisation Name
1.4	Programme Selected
1.5	Project Type Selected
1.6	Brief Description of Project
1.7	Project Address
1.8	Borough
1.9	Postcode
1.10	Main contact for the organisation
1.11	Email address for main contact
1.12	Secondary contact for the organisation

1.13	Email address for secondary contact
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## Block 2 – Subcontracting

Block 2 of the Application asks for information on any subcontracting arrangements you intend to have in place. You must indicate at **2.1** whether you will 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 AEB Funding and Performance Management Rules for Grant-funded Providers](#) (the Rules). 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.

Where Bidders are already aware of the organisations that they will subcontract to, organisation details must be provided at **2.3**. This will provide assurance to the GLA that Bidders will have necessary arrangements in place to deliver their provision from 1 August 2023. Where Bidders intend to subcontract but are not yet aware of the organisations that they will subcontract to, Bidders can declare these as ‘To be confirmed’.

When you add provision to the table of subcontractors it will automatically be labelled as ‘Adult Education Budget’. If the subcontractor you have selected will deliver provision eligible through the Level 3 Free Course for Jobs Offer (FCFJ) indicate this by adding ‘**FCFJ**’ to the comments box. If the subcontractor will deliver AEB provision as well as FCFJ provision, add ‘**AEB and FCFJ**’ to the comments box.

If successful, your subcontracting arrangements will need to be agreed with the GLA before commencement of delivery. Successful providers are responsible for undertaking necessary due diligence on their subcontractors and ensuring that subcontractors meet their delivery obligations.

Block 2	Subcontracting
Question number	Question
2.1	Does this project have subcontractors?
2.2	Will you ensure that, if successful, your due diligence and management processes for subcontractors comply with the GLA funding rules?

2.3	Table of subcontractors including UKPRN, value of subcontracting (£), of which Retention Fee (£)
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## Block 3 – Qualifying Criteria

This section of the Application asks some pre-qualification questions which may result in excluding your organisation from the competition. You must respond to **all** of the questions in this section. Some questions are Mandatory Fail questions meaning that if the criterion is not met, the Bidder will automatically Fail and be excluded from the competition. Others are Discretionary Fail questions meaning that the Bidder will Fail if satisfactory assurance has not been provided that the issue has been addressed successfully.

As stated in the Prospectus, the GLA expects Bidders to have delivered education and training services in the past, and that they will have management information systems in place that will enable them to submit data in the required formats through the Individualised Learner Record (ILR). Bidders must indicate that these criteria apply to their organisation. If Bidders respond 'No' to **3.1** and/or **3.2**, the rest of the application will not be evaluated. These are **Mandatory Fail** questions.

The Prospectus also states that organisations assigned a Grade 4 Inadequate Ofsted rating at their most recent inspection will Fail, and will not have the rest of their application evaluated. If this applies to a Bidder, they must respond 'Yes' at **3.3**. This is a **Mandatory Fail** question.

If the organisation has been assigned a Grade 3 Requires Improvement at their most recent inspection, they must respond 'Yes' at **3.4** and provide an explanation of the steps they have taken to improve provision since the inspection. GLA officials may contact the Bidder for further information, and may, at their discretion, exclude the Bidder from the competition where sufficient assurance has not been provided that provision has improved. This is a **Discretionary Fail** question.

The Prospectus sets out the purpose of this competition – to fund additional AEB provision and activity to provide Londoners most affected by the pandemic with skills that will help them to access good work. Activity must align with the following priority sectors: Digital, Health and Social Care, Hospitality, Green Economy and Creative Industries. Alternatively, the Bidder can make a case to fund activity relating to another sector if they can provide evidence for why it should be considered a priority as part of London's Recovery. Bidders must select the sector(s) with which their provision will align at **3.5**. If you have ticked 'Other' in question **3.5**, please list the sectors you are applying to deliver at **3.6**.

Block 3	Qualifying criteria
Question number	Question
3.1	Do you have a track record of delivering education and training services?
3.2	Can you confirm that your organisation will have appropriate management information systems in place to enable the collection and submission of accurate programme data in the required formats, e.g. Individualised Learner Record (ILR) data?
3.3	Has your organisation been assigned a Grade 4 Inadequate rating at your most recent Ofsted inspection?
3.4	<p>Has your organisation been assigned a Grade 3 Requires Improvement rating at your most recent Ofsted inspection?</p> <p><b>Conditional question if 'yes' is chosen -</b></p> <p>What actions have you taken to improve the quality of your provision?</p> <p>Please note that the GLA reserves the right to reject your application if the issues highlighted in your Ofsted report have not been addressed.</p>
3.5	<p>What sector(s) does your application cover?</p> <ul style="list-style-type: none"> <li>- Creative</li> <li>- Digital</li> <li>- Green Economy</li> <li>- Health and Social Care</li> <li>- Hospitality</li> <li>- Other Sectors (GLA reserves the right to reject your application if the chosen sector is not considered a priority).</li> </ul>
3.6	If you have ticked 'Other' in question 3.5, please list the sectors you are applying to deliver in.

## Block 4 – Additional Qualifying Criteria

Similar to Block 3, this section of the application asks some pre-qualification questions which may be used to exclude your organisation from the competition. Bidders must respond to all the questions in this section. All questions in Block 4 are **Discretionary Fail** questions.

Block 4 asks Bidders to declare whether any convictions, improper conduct, or failure to meet past financial or contractual obligations apply to them. Where a Bidder responds 'Yes' to any of **4.1-4.7** you will be prompted to provide further information regarding how the Bidder has addressed the issue. GLA officials may contact the Bidder for further information, and may, at their discretion, exclude the Bidder from the competition where sufficient assurance has not been provided that the issue has been addressed. With respect to question **4.3**, the GLA reserves the right to exclude your organisation where a prior agreement with us has led to early termination.

Block 4	Additional qualifying criteria
Question number	Question
4.1	<b>Financial and past contractual performance</b>  Has your organisation been declared bankrupt or been the subject of insolvency proceedings within the past three years?
4.2	Has it been established that the organisation was in breach of obligations relating to the payment of tax or social security contributions within the past three years?
4.3	Has your organisation shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public agreement which led to early termination of that prior agreement within the past three years?
4.4	Has your organisation failed to repay funding due to a funder or contracting organisation in excess of £50,000 in the last three years?
4.5	Have there been any significant irregularities identified in your organisation's award of qualifications or processing of learner documentation?



4.1-4.5	<p><b>Conditional questions if ‘yes’ is chosen to any of the above –</b></p> <p>Q1 Provide further details. The GLA reserves the right to exclude your organisation if the information you provide is insufficient.</p> <p>Q2 You may upload any supporting documentation</p> <p><b>(3,500 characters max)</b></p>
4.6	<p><b>Convictions</b></p> <p>Indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below.</p> <ul style="list-style-type: none"> <li>- Participation in a criminal organisation.</li> <li>- Corruption.</li> <li>- Fraud.</li> <li>- Terrorist offences or offences linked to terrorist activities</li> <li>- Money laundering or terrorist financing</li> <li>- Child labour and other forms of trafficking in human beings</li> <li>- None of the above</li> </ul> <p><b>Conditional questions: if any of the options apart from ‘No’ are chosen the below two questions will appear once –</b></p> <p>Q1 Provide further details. The GLA reserves the right to exclude your organisation if the information you provide is insufficient.</p> <p>Q2 You may upload any supporting documentation</p> <p><b>(3,500 characters max)</b></p>
4.7	<p><b>Conduct</b></p>

	<p>Please indicate if, within the past three years, you have been in breach of health and safety or safeguarding legislation</p> <p><b>Conditional questions if ‘yes’ is chosen –</b></p> <p>Q1 Provide further details. The GLA reserves the right to exclude your organisation if the information you provide is insufficient.</p> <p>Q2 You may upload any supporting documentation</p> <p><b>(3,500 characters max)</b></p>
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## Blocks 5-8 – Scored Sections

Blocks 5-8 form the scored elements of the Application. Responses to these questions will be assessed in line with the scoring criteria set out in **Table 1** below, provided the Bidder meets the eligibility and qualifying criteria. The questions in these sections are weighted as shown in **Table 2 – Evaluation Criteria** in the **Evaluation Process** section of this document.

There is a limited character count for responses to each question in GLA OPS. These are stated below each question.

In response to **6.3**, you must submit a completed copy of the *Jobs and Skills for Londoners Delivery Template*. This is available on the GLA website. Additional guidance is provided in the template itself.

In response to **6.4**, successful bidders should include evidence of a commitment to securing successful ‘good work’ job outcomes for a minimum 20 percent of their AEB learners who have successfully completed their learning programme.

**Table 1 – Scoring Criteria**

Score	Criteria for Scoring
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 5	Meeting the needs of Londoners
Question number	Question
5.1	<p><b>Describe how your provision will meet the skills needs of the priority sector(s) and set out your approach to achieve successful outcomes through your education/training services including supporting people into good work in these sectors.</b></p> <p><u>To meet minimum requirements, you will need to demonstrate the following:</u></p> <ul style="list-style-type: none"> <li>• a clear understanding of skills gaps in your chosen sector(s) and a strategy to use provision to address this shortfall, including consultation with sector employers/businesses</li> <li>• a clear understanding of how you will achieve outcomes in your chosen priority sector(s)</li> <li>• identification of local partners that will be involved and clearly highlight the value that they will bring to the provision relating to the priority sector(s)</li> </ul> <p><u>Your response may also include evidence of:</u></p> <ul style="list-style-type: none"> <li>• previous examples in meeting local demand related to the priority sector(s) through your provision</li> <li>• strong existing relationships with employers/businesses in your priority sector(s)</li> <li>• strong existing relationships with local stakeholders (such as JCP, civil society etc.) at either strategic or operational level.</li> <li>• Previous examples of supporting learners into employment</li> </ul> <p><b>(9,000 characters max)</b></p>
5.2	<p><b>Provide a clear and strong rationale for your choice of ‘other’ sector, inc. how you will meet the skills gaps demanded by employers, support Londoners into good jobs and achieve successful outcomes in these sector(s).</b></p> <p><u>To meet minimum requirements, you will need to demonstrate the following:</u></p>

	<ul style="list-style-type: none"> <li>• a clear understanding of skills gaps in your chosen sector(s) and a strategy to use provision to address this shortfall, including consultation with sector employers/businesses</li> <li>• a clear understanding of how you will achieve outcomes in your priority sector(s)</li> <li>• identification of local partners that will be involved and clearly highlight the value that they will bring to the provision relating to the priority sector(s)</li> </ul> <p><u>Your response may also include evidence of:</u></p> <ul style="list-style-type: none"> <li>• a track record in supporting learners into employment in your chosen sector(s)</li> <li>• the economic outcomes you expect learners to achieve through the provision, specifically; progression into employment, in-work progression or progression into further education and training</li> <li>• the social outcomes you expect learners to achieve through the provision, specifically; Improvements to health and wellbeing, improvements to social integration, improvements to learner self-efficacy or participation in volunteering</li> <li>• Previous examples of supporting learners into employment</li> </ul> <p><b>(7,000 characters max)</b></p>
5.3	<p><b>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.</b></p> <p><u>To meet minimum requirements, you will need to demonstrate the following:</u></p> <ul style="list-style-type: none"> <li>• how your delivery will be tailored to meet the needs of disadvantaged learners</li> <li>• you have robust processes in place to identify learners in need of additional support</li> <li>• a clear strategy to enable disadvantaged learners to access learning and achieve planned outcomes</li> </ul> <p><u>Your response may also include evidence of:</u></p> <ul style="list-style-type: none"> <li>• clear steps for engaging learners where targeting a new demographic of learners through this provision</li> <li>• a clear strategy for maximising the impact of Learning and Learner Support or other services to support learners with multiple barriers to learning</li> </ul>

	<ul style="list-style-type: none"> <li>• other wraparound support in place to enable learners to overcome barriers to learning</li> </ul> <p><b>(5,500 characters max)</b></p>
5.4	<p><b>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.</b></p> <p><u>To meet minimum requirements, you will need to demonstrate the following:</u></p> <ul style="list-style-type: none"> <li>• how your delivery will be tailored to meet the needs of Londoners with special educational needs and disabilities (SEND)</li> <li>• you have robust processes in place to identify learners in need of additional support</li> <li>• a clear strategy is described to enable SEND learners to access learning and achieve planned outcomes</li> </ul> <p><u>Your response may also include evidence of:</u></p> <ul style="list-style-type: none"> <li>• a good track record clearly displaying that you have relevant experience in supporting SEND learners to engage with and progress in learning</li> <li>• how you plan to engage and recruit SEND learners</li> <li>• a clear strategy for maximising the impact of Learning and Learner Support or other services to support SEND learners to participate in learning</li> <li>• staff / tutors receive training on working with learners with specialist needs</li> </ul> <p><b>(5,500 characters max)</b></p>
5.5	<p><b>Describe how you intend to administer the London Learner Survey over the term of your grant agreement to achieve a participation rate of 50%? How will you work with learners to support them to complete the survey?</b></p> <p><u>To meet minimum requirements, you will need to demonstrate the following:</u></p> <ul style="list-style-type: none"> <li>• Tutors take time to work through survey with learners</li> </ul>

	<ul style="list-style-type: none"> <li>• Time is designated to explain the purpose of the survey to learners and allow for them to complete the survey in class/induction.</li> <li>• Alternative ways of completing the survey are described including translated languages; easy read version and telephone and/or paper copies where needed.</li> </ul> <p><u>Your response may also include evidence of:</u></p> <ul style="list-style-type: none"> <li>• a commitment to meeting the target participation rate of 50%</li> <li>• how the survey will be administered for any subcontracted and/or online learning where relevant.</li> <li>• strong senior management buy-in</li> <li>• processes in place to engage tutors in administration of the survey e.g. as a standing item at weekly tutor meetings</li> </ul> <p><b>(2000 characters max)</b></p>
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Block 6	Expected outputs and outcomes
Question number	Question
6.1	<p><b>The annual £ value of the application (min £100,000, max £1,800,000).</b></p> <p>This should match the <b>annual Total AEB Funding</b> figure in your Delivery Template.</p>
6.2	<p><b>Are you applying for a ringfenced allocation (min £100,000, max £750,000) to deliver Free Courses for Jobs provision?</b></p> <p><b>If yes, what is the total value of this provision in your bid.</b></p> <p>This should match the <b>annual Total FCFJ Funding</b> figure in your Delivery Template.</p>
6.3	<p><b>Upload a completed version of the Delivery Template which sets out your expected delivery volumes and financial values for the duration of this provision.</b></p>

6.4	<p><b>Explain how you expect these volumes/outcomes to be achievable.</b></p> <p>To meet the minimum requirements, you will need to demonstrate the following:</p> <ul style="list-style-type: none"> <li>• consideration of the GLA AEB Funding Rates and Formula in cost calculations</li> <li>• a strong rationale for the expected cost of learner support funding, if applicable</li> </ul> <p>Your response may include evidence of:</p> <ul style="list-style-type: none"> <li>• A commitment to a minimum of 20% of your AEB learners to achieve “good job” outcomes</li> <li>• how the expected volumes are achievable</li> <li>• historic enrolment and achievement volumes for the provision you propose to deliver</li> <li>• the factors you have used to consider learner volumes over the course of this provision</li> <li>• methods used to calculate the cost of learner support funding</li> </ul> <p><b>(3,500 characters max)</b></p>
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Block 7	Contract management and quality processes
7.1	<p><b>Describe your contract management and resourcing approach to ensure the quality of provision is consistently high</b></p> <p>To meet minimum requirements, you will need to demonstrate the following:</p> <ul style="list-style-type: none"> <li>• robust operational delivery planning detailing how the delivery targets and payment profile will be generated</li> <li>• clear and effective processes in place to track performance against your delivery plan and to ensure early identification of issues, and to implement actions to address shortfalls</li> <li>• clear and effective risk management processes in place</li> <li>• sufficient capacity to deliver the project to a high quality</li> <li>• if subcontractors used, clear selection and due diligence processes in place</li> </ul>



	<p>Your response may include evidence of:</p> <ul style="list-style-type: none"> <li>• the staff resources that will be deployed to manage and deliver provision, the management of these staff including qualified teaching and non-teaching staff involved in delivery</li> <li>• the deployment of non-pay resources such as accommodation, facilities and equipment necessary to deliver provision and the availability of resources for the 2022/23 teaching year</li> <li>• a planned delivery timeline to ensure that the provision is delivered and effectively resourced</li> <li>• how you have monitored progress and actions taken to correct any shortfalls against contracts previously delivered</li> <li>• how you will identify key delivery risks and the steps you will take to mitigate those risks during delivery</li> <li>• the responsibilities of any key delivery partners</li> <li>• how you have considered the impact of other existing service delivery commitments and any contingency arrangements in place</li> </ul> <p><b>(7,000 characters max)</b></p>
7.2	<p>You may upload a table setting out your delivery timelines in support of your response.</p>
7.3	<p><b>Explain the processes your organisation will use to report and evidence your management information and ensure audit compliance</b></p> <p>To meet minimum requirements, you will need to demonstrate the following:</p> <ul style="list-style-type: none"> <li>• appropriate software, robust processes in place for all organisations engaged in delivery to ensure ILR and other programme data is correct and submitted to the published schedule</li> <li>• a robust methodology for correctly applying the learner eligibility and compliance requirements</li> <li>• a clear process to collect and maintain the required evidence for all organisations engaged in delivery</li> </ul> <p>Your response may also include evidence of:</p>

	<ul style="list-style-type: none"> <li>• the management information systems you will use to collect, securely store, prepare and submit Individualised Learner Record (ILR) data and other information to the GLA and ESFA</li> <li>• how staff are suitably skilled to ensure ILR data is correct</li> <li>• the processes and controls you will have in place to ensure the eligibility of the learner</li> <li>• the internal assurance process you have in place to ensure your compliance with AEB audit requirements</li> <li>• how you will manage these processes to ensure compliance with these requirements by any delivery partners</li> </ul> <p><b>(3,500 characters max)</b></p>
7.4	<p><b>Provide evidence of how you have previously used quality process(es) and/or tools to ensure you successfully delivered high quality services</b></p> <p>To meet minimum requirements, you will need to demonstrate the following:</p> <ul style="list-style-type: none"> <li>• robust policies and processes in place to ensure high quality services, with evidence of regular review</li> <li>• evidence of satisfactory (or higher) external assessment of previous services, including any satisfactory or better ratings from relevant regulatory bodies, if this has taken place. If external assessment did not take place your response must demonstrate other evidence of robust internal quality assurance and self-assessment processes</li> </ul> <p>Your response may also include evidence of:</p> <ul style="list-style-type: none"> <li>• your quality policies and processes and how these were regularly reviewed and amended</li> <li>• confirmation of the approved centre status for delivering the provision described in the application and that teaching staff are qualified to deliver the provision described</li> <li>• how learner feedback is used to continually improve your services</li> <li>• internal quality assurance and self-assessment processes or independent peer review undertaken that resulted in continual improvement and development</li> <li>• ratings from regulatory bodies (e.g. a 'Good' or 'Outstanding' Ofsted rating). You must include details of your latest Ofsted assessment or equivalent independent evaluation. If you do not have one, please explain why</li> </ul>

	<b>(3,500 characters max)</b>
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<b>Block 8</b>	<b>Responsible Delivery</b>
8.1	<p><b>Diversity &amp; Equality</b></p> <p>Explain how your organisation is representative of the communities it seeks to serve and will positively promote and encourage diversity and equality at all levels within your organisation and eliminate unlawful discrimination, harassment and victimisation.</p> <p>To meet minimum requirements, you will need to demonstrate the following:</p> <ul style="list-style-type: none"> <li>• appropriate diversity and equality policies 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>Your response may include evidence of:</p> <ul style="list-style-type: none"> <li>• steps you have taken or are taking to increase diversity across your workforce at all levels</li> <li>• how your policies are embedded within your organisation including how people from diverse backgrounds are involved in decision making</li> <li>• how you will ensure your policies and practices are reviewed and assessed for effectiveness at appropriate intervals, and specify who will hold responsibility for doing so</li> <li>• how you will investigate and address all complaints of discrimination, harassment and victimisation</li> <li>• how you will assess 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>(2,500 characters max)</b></p>
8.2	<b>Fair Employment Practices</b>

	<p>Explain how you adhere to the Mayor's Good Work Standard or are working towards it, focused on embedding fair employment practices, including paying the London Living Wage to your workforce.</p> <p>To meet minimum requirements, you will need to demonstrate the following:</p> <ul style="list-style-type: none"> <li>• policies are in place to ensure fair employment for staff</li> <li>• processes in place to communicate policies and practices to staff, delivery partners and learners</li> </ul> <p>Your response may include evidence of:</p> <ul style="list-style-type: none"> <li>• your commitment to become a London Living Wage employer</li> <li>• processes in place to evidence and review the effectiveness of policies</li> <li>• work undertaken with employers to encourage commitment to the Good Work Standard within jobs that your learners are placed</li> </ul> <p><b>(2,500 characters max)</b></p>
8.3	<p><b>Net-Zero targets</b></p> <p>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.</p> <p>To meet minimum requirements, you will need to demonstrate the following:</p> <ul style="list-style-type: none"> <li>• policies are in place to ensure staff and learners are engaged in the commitment to reach Net Zero by 2030</li> <li>• processes are in place to communicate policies and practices to staff, delivery partners and learners</li> <li>• your response may include evidence of:</li> <li>• work being undertaken to ensure the reduction in carbon emissions</li> <li>• your organisation formally signing up to the Mayor's initiative on Net Zero by 2030</li> </ul>

	<b>(2,500 characters)</b>
8.4	<p><b>Safeguarding</b></p> <p><b>Explain how you will ensure the safeguarding of participants in particular vulnerable adults</b></p> <p>To meet minimum requirements, you will need to demonstrate the following:</p> <ul style="list-style-type: none"> <li>• policies are in place to ensure safeguarding of vulnerable adults</li> <li>• processes in place to communicate policies and practices to staff, delivery partners and learners</li> <li>• successful due diligence checks including satisfactory references on staff members</li> </ul> <p>Your response may include details of:</p> <ul style="list-style-type: none"> <li>• how you meet requirements of relevant legislation</li> <li>• how you will ensure your safeguarding policies are widely available and communicated clearly to key stakeholders</li> <li>• your processes for reviewing and managing implementation of your policy and practices to ensure that they are current and effective, specifying who will be responsible for doing so.</li> <li>• how you will ensure the effectiveness of any subcontractors and stakeholders' policies and procedures</li> <li>• how you will review and manage your safeguarding policy if the impact of COVID-19 leads to online / remote delivery</li> </ul> <p><b>(2,500 characters max)</b></p>

## Block 9 – 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 financial due diligence. Further information of what is required as part of the financial due

diligence process is published in the *Jobs and Skills for Londoners Financial Health Requirements and Guidance* document.

Block 9	Financial due diligence
Question number	Question
9.1	Upload the documents required to facilitate a financial health assessment of your organisation as per requirements set out in the Financial Health Requirements and Guidance
9.2	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 & financial standing
9.3	A Certificate of Incorporation
9.4	Audited accounts for the past 2 years
9.5	Accounts for the past 2 years signed by an Independent qualified accountant (if your organisation is exempt from audit)
9.6	A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation
9.7	Full accounts of your organisation's ultimate parent company if you are part of a wider group of companies and are reliant on them to demonstrate your financial health
9.8	Management accounts to date, showing activity, along with forecast figures for the remaining period of at least one year

## Block 10 – Declaration

Bidders are required to complete a declaration in Block 10. You must respond to all of these questions and disclose any links to GLA officials and staff in response to **10.1** and **10.2**. 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 **10.3** and **10.4**. Further information on the Freedom of Information Act (FOIA) is given in the Prospectus.

Questions **10.5** and **10.6** 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 and 4 includes a set of qualifying questions which may result in the exclusion of the Bidders from this process where certain conditions are not met. Bidders must respond 'Yes' to **10.7** to declare that they understand that the criteria in Blocks 3 and 4 will be applied and may result in the exclusion of their organisation from the process.

Finally, bidders must declare that they understand the evaluation and appeals processes by responding 'Yes' to **10.8**.

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

Block 10	Declaration
Question number	Question
10.1	<p>Are you related to any elected GLA officials or members of GLA staff?</p> <p><b>Conditional if yes –</b></p> <p>Please state their names and team(s) they work in</p> <p><b>(2,000 characters max)</b></p>

10.2	<p>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?</p> <p><b>Conditional if yes –</b></p> <p>Please state their names and team(s) they work in and the nature of support</p> <p><b>(2,000 characters max)</b></p>
10.3	<p>Confirm the information provided in your application is complete and correct</p>
10.4	<p>Have you read the Freedom of Information (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>
10.5	<p>Should we treat any financial information provided by you as commercially sensitive information for the purposes of FoIA?</p> <p><b>Conditional if yes –</b></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> <p><b>(3,500 characters max)</b></p>
10.6	<p>Are there other specific pieces of information in your application which you consider to be exempt information for the purposes of FoIA?</p> <p><b>Conditional if yes –</b></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>



	<b>(3,500 characters max)</b>
10.7	Do you understand that, at its discretion, the GLA may exclude your organisation from participation in this competition if you do not fulfil the qualifying criteria set out in Blocks 3 and 4?
10.8	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?

## Evaluation 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](mailto:skills-ops@london.gov.uk) and Cc [aebcompetition@london.gov.uk](mailto:aebcompetition@london.gov.uk) before 17:00 on 16 December 2022. Issues reported after this time will be considered late submissions and will not be considered. For further details on how to register, please refer to the GLA OPS Guidance document.

Fully compliant applications that are received by the deadline will be scored by three evaluators. The scores of the evaluators will be averaged to determine the final score for each evaluation criteria. Bidders will be ranked based on their overall score and the overall ranking will be reviewed by an expert panel prior to final recommendations being made.

Individual evaluation criteria will be weighted to represent the importance that the GLA attaches to them. Please refer to **Table 2** for a list of scored evaluation criteria, their weighting.

**Table 2 – 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 achieve successful outcomes through your education/training services including supporting people into good work in these sectors.	13%

<b>5.2</b>	Provide a clear and strong rationale for your choice of 'other' sector, inc. how you will meet the skills gaps demanded by employers, support Londoners into good jobs and achieve successful outcomes in these sector(s).	12%
<b>5.3</b>	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%
<b>5.4</b>	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%
<b>5.5</b>	Describe how you intend to administer the London Learner Survey over the term of your grant agreement to achieve a participation rate of 50%? How will you work with learners to support them to complete the survey?	5%
<b>6.4</b>	Explain how you expect these volumes/outcomes to be achievable.	11%
<b>7.1</b>	Describe your contract management and resourcing approach to ensure the quality of provision is consistently high	7%
<b>7.3</b>	Explain the processes your organisation will use to report and evidence your management information and ensure audit compliance	7%
<b>7.4</b>	Provide evidence of how you have previously used quality process(es) and/or tools to ensure you successfully delivered high quality services	7%
<b>8.1</b>	Explain how your organisation is representative of the communities it seeks to serve and will positively promote and encourage diversity and equality at all levels within your organisation and eliminate unlawful discrimination, harassment and victimisation.	4%
<b>8.2</b>	Explain how you adhere to the Mayor's Good Work Standard or are working towards it, focused on embedding fair employment practices, including paying the London Living Wage to your workforce.	4%
<b>8.3</b>	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%
<b>8.4</b>	Explain how you will ensure the safeguarding of participants in particular vulnerable adults.	4%

Scoring Mechanism - Using the 0-4 scale in **Table 1 – Scoring Criteria**, if a bidder were to score 4 on evaluation criteria **5.3**, they would receive full marks. As **5.3** is worth 13% of the

overall marks, they would receive all 13%. If, however, the bidder was to receive a score of 2 on **5.3**, they would receive  $(2 / 4) \times 13\% = 6.5\%$ . This is repeated for each evaluation criteria and will result in each bidder receiving a total percentage score once they are all summed together.

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 the priority sectors. **Where a bidder only applies to deliver provision in 'other' sectors, their total maximum score will be restricted to 87 per cent.** A further breakdown of the total maximum scores is shown as follows:

1. Where a bidder applies to deliver provision in both the priority sector(s) and 'other' sector(s), their total maximum score available will be 100 per cent.
2. Where a bidder only applies to deliver provision in the priority sector(s) (only responds to **5.1**), their total maximum score available will be 100 percent despite not answering **5.2**
3. Where a bidder only applies to deliver provision in 'other' sector(s), their total maximum score will be capped at 87 per cent as their score for **5.1** will be 0 (zero).

## **Other formats and languages**

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

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City Hall  
The Queen's Walk  
More London  
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