

MAYOR OF LONDON

Adult Education Budget SEND Flexibility

2023-24

Qualification Application Form

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About this form

This form should be used to apply for any learning aim(s) that you wish to add to the list of eligible provision under the GLA Adult Education Budget SEND Flexibility.

The list of eligible SEND flexibility learning aims is published on the GLA website and updated periodically. If you wish to have your learning aim(s) added to the list, please use this application form to submit your short business case. We reserve the right not to support your request where satisfactory information has not been provided or where there are other concerns.

Please email your completed application form to Qualifications@london.gov.uk with the subject line: *AEB SEND Flexibility*.

The form is made up of three sections:

Section 1 – requires some basic contact information so we can get in touch with you about your application.

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

Section 3 – requires you to provide a short business case and confirmation of the technical checks which are needed to support your application.

All questions must be answered for your application to be assessed.

Please **do not** exceed the word count for each question.

Guidance for providers

The GLA SEND funding flexibility is outlined in the [GLA AEB Grant Funding and Performance Management Rules 2023-24](#). The policy allows AEB funded providers to deliver learning that upskills teaching and learning support staff to deliver improved provision for adult learners with Special Educational Needs and Disabilities (SEND).

The SEND funding flexibility can only be used for:

- Staff employed within publicly funded adult and further education sectors in teaching or learning support roles.
- Upskilling existing staff in teaching or support roles to deliver specialist provision to SEND learners only.
- Staff who are London residents, in line with the delegation arrangements for AEB.

Only learning aims pre-approved by the GLA will be fundable within this flexibility.

Your application should demonstrate:

Details of the proposed learning aim(s) you wish to add to the list of eligible provision, including information on the qualification type and how the learning aim(s) will enable the upskilling of eligible teaching and learning support staff to deliver improved provision for learners with SEND.

Qualifications can cover but are not limited to:

- Understanding and/ or supporting learners with learning disabilities
- Supporting and/or understanding learners with autism
- Speech and language therapy
- Supporting learners with hearing and/or vision impairments
- Supporting learners with mental health needs or other emotional support

Section 1 – Contact Information.

Click to enter text below.

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

Section 2 – Your Proposal

Click to enter text below.

Please state the learning aim(s) you wish to make eligible for the GLA SEND Flexibility:

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

Section 3 – Supporting Information

Please provide a business case describing how the learning aim(s) in your proposal will enable the upskilling of eligible teaching and learning support staff to deliver improved provision for learners with SEND. (**max. 150 words per learning aim**).

Please note: You must include details on **all** the learning aims you have listed in the table in the previous question.

Click to enter text below.

Please complete this eligibility checklist for your proposed learning aim(s).

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

Click to enter text below.

Eligibility Checklist	Y/N	Assurance Source
Learning aims are SEND-relevant qualifications		Find a learning aim
Learning aims are currently approved for MCA/GLA funding		Find a learning aim
Learning aims are regulated by Ofqual		Ofqual Register
Ofqual Qualification Types are technical, vocational or occupational		Ofqual Register
Ofqual Operational End Dates fall beyond academic year 2023-24		Ofqual Register
Learning aims are not known to be in scope for removal of funding approval, e.g. through reforms to post-16 qualifications		.GOV

Declaration

By submitting this application, you confirm:

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

Click to enter text below.

Contact name	
Date when form was completed	

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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London SE1 2AA

Telephone **020 7983 4000**
www.london.gov.uk

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

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