

Jobs and Skills for Londoners: FAQ

Funding	2
Curriculum, sectors and qualifications	2
Outcomes	3
Subcontracting.....	4
Data Management.....	5
Eligibility and Evidence	6
London Learner Survey.....	7
General questions	8

Funding

How can providers claim Job Outcome from self-employed learners?

Providers can claim Job Outcomes from the self-employed, so long as they have seen 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.

Is the £400 job outcome payment in addition to the overall allocation?

No, the allocation includes any job outcomes claimed by providers.

This can be seen clearly in the overall AEB cost/amount requested in the delivery template which includes the Adult Skills job outcome payments.

Please explain the growth process.

The growth process will be confirmed in due course, possibly in conjunction with R10 return.

Does the 13.5% London Factor get added to the total funding allocated, or do we need to provide for this within our target funding allocated?

The London factor uplift is included in your funding offer. For further details on how to claim it please see the [GLA AEB Technical Guidance Note 2023-24 v1](#).

Curriculum, sectors, and qualifications

Is there a requirement for face-to-face delivery, and if so, what is the requirement?

In line with the Prospectus, the GLA expects provision to 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'. This is confirmed in paragraphs 362 & 363, p.68 of the [GLA AEB Funding and Performance Management Rules 2023-24 v2](#), referred to hereafter as the 'Funding and Performance Management Rules 2023-24'.

Please clarify what GLA deems as remote learning and face to face provision?

Remote learning means online learning where the learners are not physically present at the delivery venue. Face to face provision means physical presence in a delivery venue.

Our current contract learner numbers have a per qualification value which is lower than qualification rates on Find a Learning Aim, what should we do?

The learner numbers in your funding agreement are based on your funding application.

Can we transfer between the participant volumes (e.g. learner types L2 to L8)? We have noted employed isn't a category.

You submitted a delivery plan as part of your application for funding and the GLA expects each provider to work towards achieving that plan. Regular performance discussion with your Provider Manager provides the opportunity to address any

issues or concerns about the achievement of planned volumes.

Do we have to deliver the qualifications that we specified in our bid? Can we add to that list?

As above. LA2 – LA13 include all possible adult skills formula-funded eligible qualifications for which you can claim funding. For more details, please refer to the Contribution charts 1 and 2 in the GLA AEB Funding Rules (pp.32-34).

Things have already changed since our bid, and we have been doing some work in hospitality with some large football clubs. Will there be a process to request sectors we did not originally bid for, but now have a demand for, as well as flex numbers between the sectors that we did bid for? What would the process be?

We do not expect to see significant changes to the sectors set out in your application. This is because priority sectors were assessed for each application. You should discuss any changes with your Provider Manager in the first instance and any requests would require approval by the GLA.

Can I clarify that the qualification needs to fall in that sector or can the learner working in that sector do a qualification that isn't one we have bid for, but because they work in that sector it is acceptable? (e.g., a health and social care worker doing Level 3 Team Leader, or an Admin course).

The definitions of the sectors have been provided in the Delivery Template, and since the sectors are defined by the type of qualifications, the sectoral targets refer to qualification provision and not to the working place of the learners. More guidance on priority sectors will be published in due course.

Can we deliver entitlement maths and English and Level 2/3 for 19-24 year-olds, regardless of the sector they work in?

The sector of work for employed learners is irrelevant to the targets in the delivery template.

Outcomes

Could we have the full details of the requirement for Good Work outcomes?

The full definition and how to claim job outcomes is in the [Funding and Performance Management Rules 2023-24](#) Section 4, paragraphs 371-379 in particular; the [GLA AEB Funding Rates and Formula 2023-24](#) and the [Technical Guidance Note 2023-24](#) (pp.19-21), all published on our website.

What happens if we go over job outcome payments? (112 over 506) – 20%? Will we be paid if we over-achieve? We need to be clear on what the audit/compliance evidence will be for claiming this (and timescales after they have completed each course).

All job outcomes will be paid. However, any job outcome payments made above you what you outlined in your delivery plan will still need to be paid from your annual grant funding amount. Therefore, it may impact on your ability to deliver against your learning delivery targets.

Will we be paid for over-achievement?

No, this does not apply to this programme (see for example paragraph 365 of the [Funding and Performance Management Rules 2023-24](#)).

Economic and social outcomes: who is monitoring this?

These are monitored by the London Learner Survey. More information can be found here: [Provider – London Learner Survey](#). Latest data can be found here: [London Learner Survey - London Datastore](#)

Could you clarify if 25/26 is carry over for completions only (or is it for starts as well). What date is the hard close (i.e., all learners must have completed)?

The delivery period will start on 1 August 2023 and will be reviewed on or before 31 July 2025. Final reporting is set for October 2025 (precise reporting dates will be confirmed nearer the time). There will be an option to extend the delivery period into the 2025-26 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 the two delivery years (2023/24 and 2024/25) if they have delivered at least 97 per cent of their annual allocation (this is valid for starts as well), subject to approval by the GLA and budget availability. See paragraph 366 of the [Funding and Performance Management Rules 2023-24](#).

FCFJ (Free Courses for Jobs): what happens if we do not hit Good Work Job Outcomes (given most need to be employed)?

Applications for funding were assessed on the basis of the volumes planned by each provider. The GLA expects you to seek to delivery against these outcomes. Where performance is below plan, the GLA may adjust funding allocated to projects accordingly.

Subcontracting

Is there a cap to subcontracting?

GLA have not put in place a cap on subcontracted delivery, yet there is a cap on funding retained by the Provider for subcontracting management related costs. This is set to 20% maximum funding retained against the total subcontracted amount (per subcontractor).

Can we add subcontracting?

Subcontracting is allowed provided that relevant rules are observed, as those are reflected in our [Funding and Performance Management Rules 2023-24](#) (see in particular pp. 16-23) and the Providers' "Conditions of funding (Grant) – Jobs and Skills for Londoners" agreement. Subcontracting must be approved by the GLA prior to subcontracted delivery starting. The approval process is included in the "Jobs and Skills for Londoners guidance for Providers" which was circulated 9 June via the AEB mailbox.

Regarding Ofsted, do all subcontractors on the contract need to be included in the Ofsted inspection, or just the lead organisation for the project?

Subcontracting may be included as part of Ofsted, and subcontractors may be visited as part of the process. For more information, refer to the [Managing Provider Performance policy](#). We are planning to run some sessions on Ofsted inspection process over the next few months.

Data Management

When will the ILR technical guidance be released for the new academic year?

See the link to the [Technical Guidance Note 2023-24](#).

Will the funding summary and occupancy report be available via the Submit Learner Data reports (devolved), or just Skills Gateway?

ESFA processed FSR & Occupancy reports will be available on [Submit Learner Data](#). The [Skills Gateway](#) will contain GLA-processed FSR & Occupancy reports.

Is reporting of data validation issues a carbon copy of the report from Submit Learner Data, or does the GLA apply additional validation rules above this? If so, is there a resource available that gives details of these additional validation rules?

This is not a carbon copy as there will be additional validations based on GLA- specific funding rules. Please see the [Technical Guidance Note 2023-24](#) for more details of data coding requirements for GLA flexibilities.

Is there a template provided for the ILR data capture?

The following link provides a tool designed for learning providers that do not use a learner data management system. It identifies each individual data element that is required to satisfy [ILR specification](#) requirements. [ILR Learner entry tool \(submit-learner-data.service.gov.uk\)](#)

Which MIS or student management system would you recommend that works well with GLA

Selection of appropriate data management systems is a matter for providers.

Is there a requirement for FileCloud uploads on this contract?

No, there is no requirement to upload files on FileCloud.

Can I confirm that there is no supplementary data for this programme?

Confirmed; the GLA AEB Procured Supplementary Data Collection is not required for Jobs and Skills for Londoners delivery.

Eligibility and Evidence

Where a learner is fully funded, are we required to keep benefit evidence in the learner pack for audit?

Providers should familiarise themselves with the sections on 'Evidence', 'Evidence pack', and 'Confirmation and signatures' of the [Funding and Performance Management Rules 2023-24](#) (paragraphs 117-132), which include references to evidence related to benefit status.

In addition to the ILR, what supporting evidence are we required to keep for each learner? What evidence will we be required to keep on file for audit purposes? Is it the same for accredited and non-accredited qualifications?

The evidence you retain is to support the funding claimed and must be available to us if we need it. Please refer to the [Funding and Performance Management Rules 2023-24](#) (paragraphs 117-132).

Do auditors accept that we note on application forms that we have seen the eligibility evidence, or will there be an expectation that we will hold copies of evidence or even have to upload to GLA? This has caused issues with e.g. passports (some learners state we are not legally allowed to keep copies and refuse, so we have not been able to claim for them).

Auditors review evidence to ensure it is compliant with our funding rules. The evidence pack must confirm your assessment and evidence of eligibility for funding and a record of what evidence the learner has provided to support their eligibility for funding. There is no requirement under the grant funding rules for evidence to be shared with the GLA, unless requested. Please refer to the [Funding and Performance Management Rules 2023-24](#) (paragraphs 117-132).

Participants must reside in a London address, but can you please confirm delivery can happen outside of London?

We did confirm that all providers have London-based locations. So we would expect the majority of delivery to take place within London. However, if you have a location outside of London and Londoners attend that location and they work nearby, then you can still deliver to them, but that should not be your primary delivery location. The primary delivery location should be the address that you entered in your bid submission.

Individuals that fulfil the residency requirements set out in paragraphs 36 to 49 of the funding rules must have permission to live in the UK for at least 12 months on the first day of learning. Is this rule only for newly arrived people or does it apply to everyone? The learners we're worried about are ones that have been here for maybe 3 years, on a normal 'leave to remain' residence permit, but might have only 8 months left on their residence permit. They wouldn't have applied for a new residence permit yet due to not needing to, but based on this rule they would now be ineligible.

Please note that those learners are still eligible.

Any learner or family member who has applied for an extension or variation of their current immigration permission in the UK is still treated as if they have that leave. This only applies if the application was made before their current permission expired. If someone has applied for an extension of their visa, are they exempt from the 12 months rule even though we can't know if and can't evidence that they have 12 months permission to live in the UK?

Yes, they are exempt.

If we have a 30-year-old who is unemployed and eligible for the local flexibility, do we have to put them onto an L2 Entitlement qualification?

The L2 Entitlement applies only to 19-23 year-olds. Please see the [Funding and Performance Management Rules 2023-24](#).

Learners will be deemed to earn less than the London Living Wage as an annual gross salary if they earn less than the hourly London Living Wage at that point in time, multiplied by 37.5 (hours per week), multiplied by 52 (weeks per year). Based on the 2022/23 London Living Wage, this would be £23,302.50. Can you confirm that if learners earn below £23,302.50 per annum they can be classified as low income, regardless of their hourly wage?

The hourly wage is the important element here since it is the building block for computing the equivalent annual gross salary.

Do you have a GLA postcode checker you can provide to check learners live in the correct area?

Postcodes eligible to be GLA funded can be checked using the Devolved AEB postcode dataset; see link:

[Adult Education Budget \(AEB\) postcode files](#)

Will the privacy notice change for the next academic year, or can we use the same provided?

Here is a link to the privacy notice which applies to the Jobs and Skills for Londoners programme:

[ILR Privacy Notice 2023 to 2024 version 1 May 2023 \(submit-learner-data.service.gov.uk\)](#)

London Learner Survey

Will the learner survey be sent directly to learners, or will we be required to send this out and chase the surveys up ourselves?

Only the baseline survey is administered by providers, within four weeks of the course starting; this is the priority for providers. For the follow-up survey, five months after the course has been completed the learners will be contacted by IFF, the consultants who run the survey for the GLA. You will need to encourage the learners to complete the survey, including giving them appropriate time at induction or in class, but as the survey is anonymous, you will not be able to track which individual learners have completed it.

Are we required to provide any participant feedback forms, or is it enough that we have the London Learner Survey?

The London Learner Survey is the key GLA feedback collection tool. There is no requirement for good news stories, but you will be notified of any changes.

General questions

Are we required to keep the ESF logo on our enrolment form?

No, this programme requires different logos which should be shared with providers imminently.

Will there be networking opportunities for GLA providers to share best practice and experience?

We are looking into opportunities for GLA providers to share best practice and experience.