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| Adult Education Budget SEND Flexibility Application Form  |

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**About this form**

This form should be used to apply for a learning aim(s) that you wish to add to the list of eligible provision under the Adult Education Budget SEND flexibility. Learning aims for which your organisation is eligible will be 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 version of this form to **AEB@london.gov.uk** with the subject line: *AEB SEND Flexibility*. The form is made up of two 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 a description on your proposed learning aim(s) including the qualification type and awarding organisation. You will need to set out a short business case to demonstrate how the relevant learning aim(s) will enable the upskilling of eligible teaching and learning support staff to deliver improved provision for learners with SEND.

**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 SEND funding flexibility is outlined in paragraphs 144-146 of the [*GLA AEB Grant Funding and Performance Management Rules 2020/21*](https://www.london.gov.uk/sites/default/files/aeb_grant_funding_rules_2020-21_final.pdf), and paragraphs 132-134 of the [*GLA AEB Funding and Performance Management Rules for Procured Providers.*](https://www.london.gov.uk/sites/default/files/procured_aeb_funding_rules_2019-23_final.pdf) 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). This flexibility has been made available as a two-year pilot. Provider approved learning aims will remain eligible through the 2020/21 and 2021/22 academic years.

**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 approved by the GLA will be fundable within this flexibility.

**Your application should demonstrate:**

* Details on your proposed learning aims that you wish to add to the list of eligible provision, including information on the qualification type and awarding organisation.
* How the relevant 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**

|  |  |
| --- | --- |
| **Contact information** | **Response** |
| Provider name | Click or tap here to enter text. |
| Provider address | Click or tap here to enter text. |
| UK Provider Reference Number (UKPRN) | Click or tap here to enter text. |
| Primary contact name | Click or tap here to enter text. |
| Primary contact e-mail | Click or tap here to enter text. |
| Primary contact telephone number | Click or tap here to enter text. |

**Section 2 – Your Proposal**

|  |
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| **Question** |
| 1. Please state the learning aims you wish to make eligible:

|  |  |  |  |
| --- | --- | --- | --- |
| Learning aim reference | Learning aim title | Level | Awarding organisation |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| 1. Please provide a business case of your proposed learning aims. (**max. 150 words per learning aim**).

*Your response should explain how the relevant learning aim(s) will enable the upskilling of eligible teaching and learning support staff to deliver improved provision for learners with SEND.* **Please note:** You must include details on **all** the learning aims you have listed in the table in the previous question.Click or tap here to enter text.  |

**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 Adult Education Budget most updated 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 GLA.
* any proposed learning aims that are rejected by the GLA and do not meet the criteria cannot be used under your Adult Education Budget flexible fund.

|  |  |
| --- | --- |
| Contact name | Click or tap here to enter text. |
| Date when form was completed | Click or tap here to enter text. |

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
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.