

Qualification Fund Application

2017-18

Name of Organisation								
Address of organisation								
Name of Contact								
Telephone Number								
Email Address:								
<u>UKPRN:</u>								Please note that your organisation must be a registered learning provider. You can register at: UK Register of Learning Providers

Important notes:

- This application form is for Qualification funded courses.
- You will need to enrol a minimum of 12 learners in order to start any course (up to a maximum of 16).
- All community/voluntary providers will have to provide a copy of their end of year financial records, to ensure financial probity as demanded by the Skills Funding Agency.
- Bids funded may be delivered as part of a mixed level offer across hubs including: Northolt, Southall, West Ealing and Acton.
- All courses are qualification based please do not specify a level (unless it's a progression course) as learners will be required to sit an assessment prior to the start of the course.
- 45 guided learning hours for functional skills courses; From 60-120 hours for ESOL; 12 hours employability. Contact EAL for further guidance 0208 825 5577 or email: adultlearning@ealing.gov.uk
- If this application is successful, each organisation will automatically join the Community Learning Development Group (CLDG), and will meet two times each academic year.
- Further conditions are to be found in the Service Level Agreement that will be drawn up.

	Course Title	Timetable Details							
		Start date	End date	Day	Start and	End time	No of sessions	GLH Guided Learning Hours	Tutor
1.									
2.									

If using your own Tutor/s please provide following details:
Note: Tutor/s will need to provide to EAL their CV, Contact details with address, Copy of their current DBS and Safeguarding certificate before they can start delivering any courses. They will also need to attend a tutor training session so that they are familiar with EAL policies/procedures and on how to complete the relevant Evidence of Learning documents whilst delivering the Community Learning Fund. Tutors will also be observed by us at least once every academic year for quality assurance.

Full Name of tutor 1				
Highest teaching qualification held				
Adult Group-Teaching Experience in the UK and No. of years				
Current Enhanced CRB/DBS...please tick (✓)	Yes	No	CRB/DBS Number:	
			Date of issue:	
Safeguarding Certificate	Yes	No	Date of issue:	
Prevent Training	Yes	No	Date:	
Full Name of tutor 2				
Highest teaching qualification held				
Adult Group-Teaching Experience in the UK and No. of years				
Current Enhanced CRB/DBS...please tick (✓)	Yes	No	CRB/DBS Number:	
			Date of issue:	
Safeguarding Certificate	Yes	No	Date of issue:	
Prevent Training	Yes	No	Date:	

Who are your courses aimed at and what is their purpose? Please tick (✓) target groups

Priority groups	Please indicate number	Priority groups	Please indicate number
Male		Economically Inactive	
ESOL		Below Level 2 Qualification	
Disability		Business start - up	
Physical/Mental wellbeing		Refugee	
English/ESOL need		Maths need	

Reason for the need

Is this course a progression to last year's course you ran	Yes / No	How many learners have expressed a commitment to progressing?	
If this is not progression, how have you identified a need for this (these) courses?		How many learners have you already identified?	
How will you recruit for these courses?			
What key issues/barriers to recruitment have you identified?			
What actions will you take and what support do you need from the EAL team?			
Match funding/ Pound Plus details:			

About the premises

Where will this course be delivered? (Please check our list of priority wards, in the guidance)

Address:

Venue facilities... please tick (✓)

Wheelchair Access to rooms	Disabled Toilet	IT access	Internet access	Photocopier on site	Computer linked to a projector or an IWB for the tutor	Water/sink availability in the room (for art or beauty courses)	White Board with Markers
Adult size tables and chairs in the classroom	Any sound equipment e.g. CD Player	Appropriate furniture to accommodate proposed learning activities		Any Storage	Transport links to the venue?	Parking facilities	Kitchen for learner use

Only complete this area if your staff are delivering the course(s)

About course 1

How will this course be delivered?

Teaching strategies:

-
-

State the main course aims

-
-

Please state what the learners will be able to do by the end of the course.

-
-

Please state progression/ volunteering opportunities?

About course 2

How will this course be delivered?

Teaching strategies:

-
-

State the main course aims <ul style="list-style-type: none"> • • 	
Please state what the learners will be able to do by the end of the course. <ul style="list-style-type: none"> • • 	
Please state progression/ volunteering opportunities?	

Please note the centre must pass a health and safety inspection prior to the start of any course.
Any additional information you would like to add

Please complete and return this form to: adultlearning@ealing.gov.uk



Funded by

