

# Ealing Adult Learning

## Funding Application Guidance 2017/18

Ealing Adult Learning is funded by the Skills Funding Agency and works in partnership with organisations across the borough to deliver adult and family learning. We are funded to deliver a universal offer of learning, to all of Ealing's residents, workers and families, but we have also identified target groups through our Community Learning Strategy, the Government's objectives and Ealing Council's core priorities. Your organisation may help us to reach our target groups, and to deliver learning on our behalf within the community drawing on your expertise and experience.

This Guidance document provides you with the information required to apply for funding to deliver programmes as a subcontractor of Ealing Adult Learning. The Guidance also highlights the contractual requirements that must be adhered to as a part of our subcontracting arrangements.

If at any stage you have any queries about the process, then please do contact a member of the Ealing Adult Learning team and we will be happy to help you.

We look forward to receiving your application.

Ealing Adult Learning  
Ealing Council  
Perceval House  
14-16 Uxbridge Road  
Ealing, W5 2HL

Email: [adultlearning@ealing.gov.uk](mailto:adultlearning@ealing.gov.uk)



Funded by



## What funding areas can be applied for?

<b>Qualification courses</b>	<b>Wider Family Learning</b>	<b>Family English, Maths &amp; Language</b>	<b>Community Learning</b>
<p>Focus of accredited qualifications to provide opportunities for learners to gain skills, employment and access further education.</p> <ul style="list-style-type: none"> <li>• ESOL</li> <li>• Functional skills in English and maths</li> <li>• Employability skills</li> <li>• Vocational courses</li> <li>• Supporting teaching and learning in schools</li> <li>• Health &amp; Social Care</li> <li>• Apprenticeships</li> <li>• Traineeships</li> </ul> <p>Offer/plan progression.</p>	<p>Courses should offer opportunities for parents and children to learn together and engage in activities within the school.</p> <ul style="list-style-type: none"> <li>• Health &amp; Wellbeing</li> <li>• Essential Skills for life &amp; work– including ICT</li> <li>• Heritage, Culture, Art &amp; Drama</li> </ul> <p>Offer/plan progression to other family learning and community learning or qualification courses.</p>	<p>Opportunities for parents and children to learn together offer families a better understanding of the school curriculum. This area includes courses in:</p> <ul style="list-style-type: none"> <li>• English/ Literacy</li> <li>• Maths /Numeracy</li> <li>• Language and Play</li> <li>• Keeping Up With The Children</li> </ul> <p>Offer/plan progression to other family learning, community learning or qualification courses.</p>	<p>Courses to engage hard to reach or disadvantaged residents in community learning within the Borough. Courses which improve skills, confidence and wellbeing e.g. staff development, targeted engagement activity for specific groups.</p> <ul style="list-style-type: none"> <li>• ESOL with employability</li> <li>• ICT with employability</li> <li>• Food Hygiene</li> <li>• First Aid</li> <li>• Health &amp; Wellbeing</li> <li>• Pre-employment support and training</li> </ul> <p>Offer/Plan progression to qualification, training, volunteering or employment.</p>
<p><b>Who can apply?</b></p> <ul style="list-style-type: none"> <li>• Community and voluntary organisations</li> <li>• Schools</li> <li>• Children centres</li> <li>• Private training providers</li> </ul>	<p><b>Who can apply?</b></p> <ul style="list-style-type: none"> <li>• Community and voluntary organisations</li> <li>• Schools</li> <li>• Children centres</li> </ul>	<p><b>Who can apply?</b></p> <ul style="list-style-type: none"> <li>• Schools</li> <li>• Children centres</li> </ul>	<p><b>Who can apply?</b></p> <ul style="list-style-type: none"> <li>• Community and voluntary organisations</li> <li>• Community centres</li> <li>• Schools</li> <li>• Children centres</li> </ul>
<p><b>Target Groups:</b> Economically Inactive, Below Level 2 Qualification, Business start – up, Refugee, Maths need, Male, ESOL, Disability, Physical/Mental wellbeing, English/ESOL need</p>			
<p><b>Priority Wards:</b> Acton Central, Cleveland, Dormers Wells, East Acton, Elthorne, Greenford Broadway, South Acton, Southall Broadway, Southall Green, Northolt Mandeville, Northolt West End, Norwood Green</p>			
<p><b>All courses should offer opportunities of progression into further education, training and employment.</b></p>			

## How can I apply?

<b>1. Consider your capacity to deliver the courses you are applying for</b>	Have you got the correct tutors in place; available resources at the allocated times; health and safety requirements are in place? <i>Please see contractual expectations</i>
<b>2. Fill in your details</b>	Tell us who you are and where you are.
<b>3. Choose an appropriate course title</b>	Read through the appropriate application form and decide on a suitable title for your course/s.
<b>4. Complete the appropriate application form</b>	Fill in all the relevant details on the appropriate form ensuring you cost the course/s correctly and consider best value.
<b>5. Double check your application</b>	Mistakes can be expensive when the allocations panel are allocating funding. Please ensure all costs are shown and are correct and that all relevant information is included. The panel cannot make a decision when information is missing; this could result in your application being declined.
<b>6. Return your application/s</b>	To the adult learning service by attaching them to an email addressed to:  <p style="text-align: center;"><b><a href="mailto:adultlearning@ealing.gov.uk">adultlearning@ealing.gov.uk</a></b></p> Please ensure you clearly title the email and attachment with the provider name and course title for ease of reference.
<b>Info</b>	You can contact the Adult Learning team for more advice about the funding application and process in a number of ways: <ul style="list-style-type: none"> <li>• Telephone: <b>020 8825 5577</b></li> </ul> When calling our help-line please state what type of learning you hope to deliver and we will transfer you to the appropriate person <ul style="list-style-type: none"> <li>• Email: <b><a href="mailto:adultlearning@ealing.gov.uk">adultlearning@ealing.gov.uk</a></b></li> <li>• Post: Adult Learning – Allocations Ealing Council Perceval House Uxbridge Road Ealing W5 2HL</li> </ul>
<b>Important Information - Applications will be scored on:</b> <ul style="list-style-type: none"> <li>• Previous track record (recruitment/retention/success rates/quality of teaching and learning/learner feedback; 30%</li> <li>• Value for money e.g. cost, #learners, length of course; 15%</li> <li>• Effective recruitment strategy /action plan; 15%</li> <li>• Need effectively identified and in line with service target needs; 15%</li> <li>• Completeness of information provided – course timetable, course description, venue information, tutor information if applicable; 15%</li> <li>• Health and safety track record; 10%</li> </ul>	

## Contractual Expectations:

Below is a summary of the contractual expectations for delivery of an adult learning course:

- Adult Learning provision cannot be used to match fund or used to fund courses, which have been funded from other external funding streams (double funding).
- Learners funded by the Ealing adult learning service (EAL) are Skills Funding Agency (SFA) learners.
- All providers (apart from schools and children centres) will have to provide a copy of their end of year financial records at the time of application. This is to ensure financial probity as demanded by the SFA.
- Teaching staff must all have a CURRENT DBS and be appropriately qualified and experienced (we reserve the right to request proof of this at any stage)
- Providers will supply proof of adequate liability insurance
- All teaching staff can expect to be observed at least once during the academic year as part of the management of the contract. In the event that the quality of teaching is below expected standards EAL reserves the right to replace the tutor.
- All tutors delivering courses must attend initial tutor and Prevent training prior to course start date.
- EAL course documentation as per training, must be completed and returned within timeframes designated within the contract.
- H&S monitoring will take place, development plans produced and providers will be monitored for compliance.
- Monitoring meetings will take place with Adult Learning, development plans produced and providers will be monitored for compliance by
  - Target learner numbers
  - Type of learner
  - Progression target
  - Completion of all EAL quality paperwork and processes
- Providers will play a proactive role in the self assessment process via EAL forums, monitoring visits and completion and return of provider feedback documentation
- EAL policies will be adhered to (Equality & Diversity, Health & Safety and Safeguarding)
- Agree to sign up to a common accord in the working of supply chains in the post-16 learning and skills sector.
- When funding centres, we will allocate 30% of the amount on completion and return of a register and enrolment forms for which is funded. The remaining 70% will be allocated on completion and return of satisfactory paperwork.

**PLEASE NOTE THAT PAYMENT OF ALL BIDS MAY BE SUBJECT TO CHANGE, AT ANY TIME, AS A RESULT OF VARIATIONS IN EXTERNAL SFA FUNDING AND SFA GUIDANCE**

Please note: We do not pay for travel expenses or refreshments

## When should I apply?

Final submission for receipt of funding applications is: **5.00 pm 28<sup>th</sup> March 2017** for all Applications

Notification of the outcomes will be sent through by email in by the end of April 2017.

Email: [adultlearning@ealing.gov.uk](mailto:adultlearning@ealing.gov.uk)

## Information:

Supplementary to this guidance, applications and allocation documents are available on:

[http://www.ealing.gov.uk/info/200004/adult\\_learning/807/adult\\_learning\\_funding](http://www.ealing.gov.uk/info/200004/adult_learning/807/adult_learning_funding)

## Successful Bids

After the panel has confirmed the funding allocation, 1:1 sessions will be organised to discuss the contract and to help with any queries.

All successful providers will receive a provisional offer of funding, subject to a satisfactory Health & Safety assessment and receipt of any outstanding documentation. Following this, contracts will be issued which set out all Ealing Adult Learning requirements for delivery.

We also organise **compulsory** training sessions for all tutors prior to the commencement of the learning - we require this to ensure that they understand what our expectations are.

Ealing Adult Learning retains the right to withdraw the offer or cancel the contract and where necessary claw-back funding if contractual obligations are not met and negotiations have proved unsuccessful or there are changes to external funding guidelines.

## Appeals:

If you are unhappy about the outcome of our decision or have any queries, we have an appeals process.

You can email, or post, your appeal in writing to the Adult Learning Manager and this will then be reviewed. We will then either formally write to you with our findings or organise a meeting to discuss your queries. You can expect a reply within 28 days.

### Appeals Process

