# **Existing Provider 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: <u>UK Register of Learning Providers</u>

### Important notes:

- This application form is for groups who have delivered a funded course in the last year.
- Areas include: Family Learning (FEML/WFL), Community Learning (CL), Qualification courses (QC)
- 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.
- All learning (and learners' journeys) must follow RARPA procedures.
- 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

		Timetable Details					
Course Title	Fund Area	Start date	End date	Day	Start time	End time	No of sessions

Section 1. 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:					

## Do you have any changes to:

- Tutor details ...complete section 2
- Venue ...complete section 3
- Course dates and times ....complete timetable details
   If you are reapplying for multiple courses please add rows to the table above and add detail as applicable within sections below.

#### Section 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 nents whilst delivering the Community Learning Fund. **Full Name of tutor** Highest teaching qualification held Adult Group-Teaching Experience in the UK and No. of years Current Enhanced CRB/DBS Number: CRB/DBS...please tick (✓) Yes No Date of issue: Date of issue: **Safeguarding Certificate** Yes Nο Prevent Training Date: Yes No What other courses will they be delivering?

#### Section 3. About the premises Where will this course be delivered? (Please check our list of priority wards, in the guidance) Address: Venue facilities...please tick (✓) Computer linked Water/sink to a projector or Wheelchair Disabled IT Internet **Photocopier** availability in the White Board with Toilet access on site an IWB for the Access to rooms room (for art or Markers access tutor beauty courses) Any sound Appropriate furniture Adult size tables equipment to accommodate Transport links Kitchen for learner and chairs in the **Any Storage** Parking facilities e.g. CD proposed learning to the venue? use classroom Player activities Any other information

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

