

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 timescomplete 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 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			
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:
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 (✓)

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
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

Funded by

