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| Adult Education Budget  Delivery Plan 2021/22  Plan Template and Guidance Notes |

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About this document

This planning template form should be used to complete the Adult Education Budget (AEB) Delivery Plan (the Plan) for 2021/22. You should return the Plan by **14 May 2021**.

Please email your completed version of this form to [AEB@london.gov.uk](mailto:AEB@london.gov.uk) with the subject line: *AEB Delivery Plan 2021/22*.

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** – asks you to provide an overview of your proposed delivery as follows:

a. the delivery volumes which underpin the Plan

b. a commentary supporting the Plan.

**Section 3 –** provides guidance notes for the completion of the Plan.

Please **do get in touch** with us if you would like any clarification about the delivery plan template.

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. |
| Secondary contact name  (in case we need to get in touch and the primary contact is ill) | Click or tap here to enter text. |
| Secondary contact e-mail | Click or tap here to enter text. |
| Secondary contact telephone number | Click or tap here to enter text. |

Section 2a – London AEB Delivery Plan

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Full Year 20/21** | **Full Year 21/22** | **Full Year 22/23** |  | **Full Year 20/21** | **Full Year 21/22** | **Full Year 22/23** |  | **Full Year 20/21** | **Full Year 21/22** | **Full Year 22/23** |
| **Reference** | **Description** |  | **Baseline** | **Plan** | **Plan** |  | **Baseline** | **Plan** | **Plan** |  | **Baseline** | **Plan** | **Plan** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **Learners** | **Learners** | **Learners** |  | **Aims** | **Aims** | **Aims** |  | **Aims** | **Aims** | **Aims** |
| **Summary** |  |  | Starts | Starts | Starts |  | Starts | Starts | Starts |  | Achievers | Achievers | Achievers |
| L.1 | Total Learners |  |  |  |  |  |  |  |  |  |  |  |  |
| Type | *of which* |  |  |  |  |  |  |  |  |  |  |  |  |
| L.2 | New Unemployed (under 12 months) |  |  |  |  |  |  |  |  |  |  |  |  |
| L.3 | Unemployed (over 12 months) |  |  |  |  |  |  |  |  |  |  |  |  |
| L.4 | Young Londoners aged 19-23 years old |  |  |  |  |  |  |  |  |  |  |  |  |
| L.5 | Black, Asian and Minority Ethnic Londoners |  |  |  |  |  |  |  |  |  |  |  |  |
| L.6 | Disabled Londoners |  |  |  |  |  |  |  |  |  |  |  |  |
| L.8 | Older Londoners aged over 55 |  |  |  |  |  |  |  |  |  |  |  |  |
| L.9 | Employed earning below the London Living Wage |  |  |  |  |  |  |  |  |  |  |  |  |
| Support | *of which* |  |  |  |  |  |  |  |  |  |  |  |  |
| L.10 | Learning Support |  |  |  |  |  |  |  |  |  |  |  |  |
| L.11 | Learners with Hardship Support |  |  |  |  |  |  |  |  |  |  |  |  |
| L.12 | Learners with Childcare Support |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Curriculum** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| LA.1 | Total Learning Aims |  |  |  |  |  |  |  |  |  |  |  |  |
| Strand | *of which* |  |  |  |  |  |  |  |  |  |  |  |  |
| LA.2 | Adult Skills Formula-Funded |  |  |  |  |  |  |  |  |  |  |  |  |
| LA.3 | Adult Skills Non-Formula (10% Flexibility) |  |  |  |  |  |  |  |  |  |  |  |  |
| LA.4 | Community Learning |  |  |  |  |  |  |  |  |  |  |  |  |
| LA.5 | Online Learning |  |  |  |  |  |  |  |  |  |  |  |  |
| Type | *of which* |  |  |  |  |  |  |  |  |  |  |  |  |
| LA.6 | ESOL |  |  |  |  |  |  |  |  |  |  |  |  |
| LA.7 | Digital Entitlement (Essential Digital Skills) |  |  |  |  |  |  |  |  |  |  |  |  |
| LA.8 | English or Maths |  |  |  |  |  |  |  |  |  |  |  |  |
| LA.9 | Learning up to Level 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| LA.10 | Level 2 Entitlement |  |  |  |  |  |  |  |  |  |  |  |  |
| LA.11 | Level 3 Entitlement |  |  |  |  |  |  |  |  |  |  |  |  |
| LA.12 | National Skills Fund Level 3 Offer |  |  |  |  |  |  |  |  |  |  |  |  |
| LA.13 | Level 3 London Recovery Flexibility |  |  |  |  |  |  |  |  |  |  |  |  |
| LA.14 | Pre-Employment Training eg swba |  |  |  |  |  |  |  |  |  |  |  |  |
| LA.15 | SEND Workforce Development |  |  |  |  |  |  |  |  |  |  |  |  |

Section 2b - Commentary

|  |
| --- |
| **Question** |
| 1. **Please provide a summary of your priorities and measures of success for the next academic year? (max. 300 words)**   Click or tap here to enter text. |
| 1. **Please provide details of how your planned delivery support London’s Recovery missions (max. 300 words).**   Click or tap here to enter text. |
| 1. **Please describe how you plan to use the London flexibilities to support the recovery in your area (max. 300 words):**   Click or tap here to enter text. |
| 1. **Please describe how you will work in partnership locally with employers and local services, including sub-regional partnerships, to provide education and training to deliver the recovery priorities? (max. 300 words)**   Click or tap here to enter text. |
| 1. **Please set out how you plan to engage with ‘hard to reach’ learners and communities to ensure your planned delivery meets their needs? (max. 300 words)**   Click or tap here to enter text. |
| 1. **Please describe how you are recruiting, developing and promoting an inclusive and diverse workforce at all levels across your organisation to ensure that your planned provision engages disadvantaged and 'hard to reach' communities? (max. 300 words)**   Click or tap here to enter text. |

Section 3 - Guidance Notes

Planning AEB for 2021/22

1. The planning year 2021/22 presents a significant opportunity for the FE sector in London to demonstrate its contribution to the London after the crisis of the coronavirus pandemic.
2. Colleges, local authorities and training providers will be at the heart of delivering the capital’s nine recovery missions to meet the grand challenge of building back better. For 2021/22, we are seeking a delivery plan from you to set out the contribution of your organisation to supporting London’s recovery.

London Recovery Missions

1. The grand recovery challenge for London is to restore confidence in the city, minimise the impact on London’s communities and build back better the city’s economy and society. To achieve this the London Recovery Board has established nine recovery missions as follows:

3.1. A Green New Deal - Tackle the climate and ecological emergencies and improve air quality by doubling the size of London's green economy by 2030 to accelerate job creation for all. A Robust Safety Net - By 2025, every Londoner is able to access the support they need to prevent financial hardship.

3.2 High Streets for All - Deliver enhanced public spaces and exciting new uses for underused high street buildings in every Borough by 2025, working with London’s diverse communities.

3.3. A New Deal for Young People - By 2024 all young people in need are entitled to a personal mentor and all young Londoners have access to quality local youth activities.

3.4 Helping Londoners into Good Work - Support Londoners into good jobs with a focus on sectors key to London’s recovery.

3.5 Mental Health and Wellbeing - By 2025 London will have a quarter of a million wellbeing ambassadors, supporting Londoners where they live, work and play.

3.6 Digital Access for All - Every Londoner to have access to good connectivity, basic digital skills and the device or support they need to be online by 2025.

3.7 Healthy Food, Healthy Weight - By 2025 every Londoner lives in a healthy food neighbourhood.

3.8 Building Strong Communities - By 2025, all Londoners will have access to a community hub ensuring they can volunteer, get support and build strong community networks

1. Details of each recovery mission are set out at https://www.london.gov.uk/sites/default/files/recovery\_programme\_overview.pdf.
2. AEB provision will play a key role in supporting the London Recovery Programme by providing Londoners with the education, training and support needed to succeed in work and society, in particular:

A New Deal for Young People – to provide funding for Londoners aged 19 to 24 to access the skills they need to succeed;

Helping Londoners into Good Work and A Green New Deal – to support Londoners hardest hit by the pandemic including young people, newly unemployed, people with caring responsibilities and people at risk of redundancy into good work, while ensuring that Londoners with the most complex needs are not left behind. AEB will provide funding for unemployed and low-paid Londoners to train/re-train as well as to upskill to meet the needs of the economy; and

Building Strong Communities and Digital Access for All – to provide funding for community learning including English to Speakers of Other Languages (ESOL), as well as to provide full funding for Londoners with low or no qualifications to gain basic digital skills.

1. In planning for 2021/22, please consider how your curriculum for adults will support this mission in partnership with other support services provided by Job Centre Plus, borough sub-regional partnerships and/or local employment support to help adult Londoners into good work or further study.

London flexibilities to support your plans for delivery

1. For 2021/22, the Mayor has introduced a range of AEB flexibilities and funding uplifts to support your plans to deliver to Londoners and consider as part of your curriculum planning. These are:

7.1 London Factor Progression uplift. Funding for Level 2 and below delivery will be uplifted by 10% to support the activity need to progress Londoners with lower levels of attainment towards their employment or progression aims.

7.2 Level 3 full-funding flexibility. We will fully fund a Level 3 qualification, where an individual is unemployed or earning below the London Living Wage and enrolled on a vocational qualification of less than 12 months that supports an individual to enter or sustain work. Qualifications should be listed on the Find a Learning Aim database and be available for Adult Skills delivery in 2021/22. Qualifications such as Access to HE Diplomas, A Levels and two-year Diplomas or Extended Diplomas are not in scope for the Level 3 flexibility. Where a qualification is listed as part of the National Skills Fund Level 3 offer and the learner is eligible for that ringfenced funding, the flexibility would not apply as the qualification would be funded under that fund.

7.3 AEB non-formula funding (10% of allocation). To adapt provision and respond flexibly to the London recovery skills and employment needs in each local area, providers may use up to 10% of their AEB formula funded allocation for non-formula funded provision. Providers should use this flexibility to respond to local skills needs such as short courses to enable Londoners to progress into work, in particular where they are unemployed as a result of the Covid-19 pandemic. Where you apply this flexibility, you will continue to return learning record data under funding model 10.

7.4 Upskilling of teaching staff to deliver improved specialist provision for learners with SEND. We will fully fund eligible learning aims which support the upskilling of teaching or learning support staff to deliver improved specialist provision for learners with SEND within the adult/further education sector.

7.5 London Living Wage (LLW) Full Funding. The full funding of Londoners who earn below the LLW will continue in 2021/22 as in previous years. This supports the planning and delivery of learning to the low paid and low skilled Londoners.

7.6 British Sign Language. We will fully fund any learner aged 19+ whose first or preferred language is British Sign Language (BSL), or who cannot access spoken language because of their deafness and would benefit from BSL, to study for qualifications in BSL, up to and including level 2.

1. The purpose of these flexibilities is to enable providers to plan and deliver the education and training provision needed in each locality in London to support residents to progress to positive outcomes either in work or further study.

National Skills Fund – Level 3 offer in London

1. Please include plans for delivery of the National Skills Fund Level 3 offer. The offer is funded by the Mayor in London in 2021/22.
2. Level 3 qualifications on the in the [National Skills Fund – Level 3 Adult Offer](https://www.gov.uk/government/publications/qualifications-in-new-funded-offers) to adult learners aged 24+ without a first full level 3 qualification should be included.

Completing the planning template

1. Please complete Section 2a London Delivery Plan template with the planning information for your organisation. This template includes an estimate for the current year (2020/21), the plan for next year (2021/22) and a forecast project for the following year (2022/23).
2. Learners are defined as the number of unique learners planned for the year, who have started provision. Learning Aim start and achievements are defined in line with the Individualised Learner Record (ILR) specification.
3. The ‘of which’ categories follow the ILR specification definitions for each type of learner. Please note that learners may occupy more than one category so the total ‘of which’ categories may be greater than the total learners. Regarding Question 5 of the commentary, hard-to-reach individuals may include the groups listed in these categories and also may include other individuals such as those with caring responsibilities or at risk of redundancy.

The table below provides the data definition for each row of the template related to learners.

|  |  |  |
| --- | --- | --- |
|  | **Type of Learner** | **Definition – ILR Specification** |
| L.1 | Total Learners |  |
| Type | *of which* |  |
| L.2 | New Unemployed (under 12 months) | Employment Monitoring code LOU 1 and 2 |
| L.3 | Unemployed (over 12 months) | Employment Monitoring code LOU 3, 4 and 5 |
| L.4 | Young Londoners aged 19-23 years old | 23 or under years of age at 31 August |
| L.5 | Black, Asian and Minority Ethnic Londoners | Learners without ethnicity attribute code 31 to 34, 98 and 99 |
| L.6 | Disabled Londoners | LLDD and health problem attribute code 1 |
| L.8 | Older Londoners aged over 55 | 55 or over year of age at 31 August |
| L.9 | Employed earning below the London Living Wage | Employed and earning below the LLW |
| Support | *of which* |  |
| L.10 | Learning Support | Learners in receipt of Learning Support |
| L.11 | Learners with Hardship Support | Learners in receipt of Learner Support Hardship Funds |
| L.12 | Learners with Childcare Support | Learners in receipt of Learner Support Childcare Funds |

The table below provides the data definition for each row of the template related to learning aims.

|  |  |  |
| --- | --- | --- |
|  | **Curriculum Type** | **Definition – ILR Specification** |
| LA1 | Total Learning Aims |  |
| Strand | *of which* |  |
| LA2 | Adult Skills Formula-Funded | Learning aims delivered under Model 35 |
| LA3 | Adult Skills Non-Formula (10% Flexibility) | Learning aims delivered under Model 10 |
| LA4 | Community Learning | Community Learning aims delivered under Model 10 |
| LA5 | Online Learning | Delivered wholly away from a learning centre, for example distance or e-learning |
| Type | *of which* |  |
| LA6 | ESOL | Learning aims classed as ESOL |
| LA7 | Digital Entitlement (Essential Digital Skills) | Learning aims under the Digital Entitlement |
| LA8 | English or Maths | Learning aims classed as English and Maths |
| LA9 | Learning up to Level 2 | Learning aims up to Level 2 which are not ESOL, English/Maths or Digital Entitlement |
| LA10 | Level 2 Entitlement | Learning aims under the L3 entitlement list |
| LA11 | Level 3 Entitlement | Learning aims under the L3 entitlement list |
| LA12 | National Skills Fund Level 3 Offer | Learning aims listed on [National Skills Fund L3 Offer](https://www.gov.uk/government/publications/qualifications-in-new-funded-offers) |
| LA13 | Level 3 London Recovery Flexibilities | Learning aims listed as Adult Skills on [Find a Learning Aim](https://findalearningaimbeta.fasst.org.uk/) |
| LA14 | Pre-Employment Training such as sector-based work academies or other local programmes | Learning aims which are specific pre-employment training |
| LA15 | SEND Workforce Development | Learning aims to support teaching skills |

1. For Questions 2, 3 and 4, please refer to the London Recovery missions and the AEB flexibilities that are described above.
2. Regarding Questions 5 and 6, the past year's events have brought into focus several persistent and embedded inequalities within the UK. The disproportionate impact of Covid-19 on those with protected characteristics has highlighted significant health inequalities; while the Black Live Matters protests drew attention to broader inequalities faced by Black and Minority Ethnic groups in the UK.
3. To address these inequalities, the Mayor has introduced *"Recognising and addressing structural inequalities, promoting a fairer and more inclusive London and focussing on the most vulnerable"* as a cross-cutting principle in The London Recovery Programme. This will mean that all London Recovery Missions are tasked with identifying how they can narrow social, economic and health inequalities.
4. We are encouraged to see that work is already taking place within the FE sector to meet this cross-cutting principle. Organisations such as [The Black FE Leadership Group](https://www.fenews.co.uk/fevoices/52439-addressing-systemic-racism-in-further-education) and [The Association of Colleges](https://www.aoc.co.uk/equality-diversity-and-inclusion), have been challenging and supporting the sector to become more diverse and inclusive. As we move into recovery from the Covid-19 pandemic, a representative and fair London FE sector will be an important tool to meet the needs of those with protected characteristics, who have been hit hardest by the pandemic and have been shown to benefit from a diverse FE workforce.
5. To ensure that we are providing the London FE Sector with targeted support, please consider the following in respect of questions 5 and 6:

18.1 How is your organisation implementing and monitoring the impact of your Equality and Diversity policy/policies? (Please let us know if you are using any frameworks to help steer your enactment e.g. AoC's Diversity in Leadership toolkit, Black FE Leadership Group's 10-point action plan etc.)

18.2 How is your organisation ensuring that you do not discriminate directly or indirectly on the grounds of a protected characteristic when making decisions to recruit, select, remunerate, train, transfer and promote employees?

18.3 How does your organisation operate appropriate arrangements (including training and guidance) to ensure that equality and diversity is embedded within your organisation?

Getting in touch with us

1. If you have any questions about the Delivery Plan, do please get in touch with your Provider Manager.

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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