

MAYOR OF LONDON

GLA AEB Good Work for All: Supporting London's Recovery

Prospectus



COPYRIGHT

**Greater London Authority
February 2021**

Published by
Greater London Authority
City Hall
The Queen's Walk
More London
London SE1 2AA

www.london.gov.uk

enquiries 020 7983 4000

minicom 020 7983 4458

ISBN

Photographs ©

Copies of this report are available
from www.london.gov.uk

CONTENTS

Introduction	1
What is the AEB?	1
The London Recovery Programme	3
What we are looking for	5
Eligibility	8
Provider eligibility	8
Grant award values	9
Funding Rules	9
Funding Rates	10
Statutory entitlements	10
Other GLA-Funded Provision	11
National Skills Fund	11
Qualifications in scope	11
Support Funding	12
Provision Requirements	13
Payments	14
Onboarding	15
Performance Management	15
Application Process	16
Evaluation of applications	17
Allocation of awards	20
Provider feedback	20
Financial Due Diligence	20
Conditions of Applying	21
Equality and Diversity	21
Transparency	21
Responsible procurement	21
Good faith	21
Accuracy of information	22
Expenses and losses	22
Freedom of Information	22

Audit	23
AEB Evaluation	24
London Learner Survey	24
Disclaimer	24
Annex 1 – Priority Sectors	25
Annex 2 – London Fringe Area	32
Annex 3 – Glossary	34
Annex 4 – Standard National Profile for Contracts for Services	37

Introduction

The Greater London Authority (GLA) became responsible for delivering the Adult Education Budget (AEB) to London residents from 1st August 2019. The majority of the AEB is awarded to designated institutions, as defined in the Further and Higher Education Act 1992 section 28, who are eligible to receive a grant. In 2019, the GLA also awarded four-year contracts totalling £130 million to deliver AEB through an open procurement exercise. This Prospectus sets out a new opportunity for all types of providers to apply for a direct grant agreement with the GLA to deliver AEB provision to Londoners.

What is the AEB?

The AEB funds adult participation in education and training as well as Learning Support and Learner Support. Its principal purpose is to engage adults and provide the skills and learning they need to equip them for work or further learning. It enables flexible, tailored programmes of learning to be made available, which may or may not lead to a qualification, to help eligible learners engage in learning, build confidence, and/or enhance their wellbeing.

The AEB supports a range of education and training provision. The [Find a Learning Aim](#) service on GOV.UK contains details of eligible regulated qualifications, qualification components and non-regulated learning aims. Only adult skills formula-funded AEB learning aims will be eligible to be delivered through this provision.

Good Work for All: Supporting London's Recovery

Through the AEB Good Work for All Fund, the GLA is awarding grants to London-based providers¹ for the delivery of GLA AEB-funded adult education and training services, to support the London Recovery Programme (detailed in Section 2) in response to the COVID-19 pandemic.

Learners must be resident in London to be eligible for funding. Learners who are not resident in London may be eligible for AEB funding from the Education and Skills Funding Agency (ESFA) or another Mayoral Combined Authority (MCA).

AEB grants awarded through this process can only be used to support eligible learners and deliver provision as set out in the [GLA AEB Funding and Performance Management Rules for Grant-funded Providers](#) (The Rules), which are amended from time to time. It is important that Bidders read and understand The Rules as well as all other supporting

¹ Providers with an established delivery site located within London and the London fringe are eligible to apply. The London fringe area is detailed in Annex 2.

documentation published as part of this process before submitting a proposal, as these will govern the delivery of the provision.

The latest published Rules relate to the 2020/21 academic year. Draft Funding Rules for the 2021/22 academic year will be published in March 2021. Registered bidders will be notified of publication of the Draft Rules for 2021/22 academic year in March.

Performance management arrangements for provision funded through this Fund (to be set out in the upcoming Draft Funding Rules) will be similar to the arrangements set out in the 2020/21 AEB Grant Funding Rules. Some key differences to be expected are set out below:

- Payments will be made based on actual delivery each month rather than being paid on profile;
- Providers will be expected to submit monthly funding claims;
- Awards can only be used to deliver AEB formula-funded learning aims;
- Any funding awarded for the delivery of eligible qualifications under the Level 3 National Skills Fund Adult Offer will be ringfenced and reconciled;
- Learner Support funding awarded will be paid in line with the national profile for AEB contracts for services as set out in Annex 4. AEB Learner Support will be ringfenced, though NSF Learner Support will not be.

Bidders must apply to deliver across two academic years – 2021/22 and 2022/23. The proposed value of provision delivered in 2021/22 must equal the proposed value of provision delivered in 2022/23. Successful bidders will be awarded grant agreements, subject to Mayoral approval and budget availability.

This is not a procurement exercise, and this process is not subject to the Public Contracts Regulation 2015. Awards will be made in line with the process set out in this document.

The London Recovery Programme

COVID-19 has had a profound and often tragic impact on the lives of Londoners. The capital has experienced an economic shock deeper than previous recessions, including the financial crash in 2008. Unlike previous recessions, job losses are likely to be concentrated in previously job rich sectors, such as hospitality and retail, where workers tend to be lower paid and have lower-level qualifications. Workers in these sectors are also likely to be younger and from ethnic minority backgrounds.

Many Londoners have been furloughed, made redundant or moved into insecure work. Wellbeing and mental health were important public policy concerns before the pandemic, and this has only increased since then. The risk is that for these workers, as employment falls and new job opportunities become scarcer, prolonged unemployment will follow, leading to long-lasting 'scars' on future earnings, employment prospects, and health and wellbeing.

In response to the pandemic, the London Recovery Programme, overseen by the London Recovery Board, has identified a grand challenge *to restore confidence in the city, minimise the impact on communities and build back better the city's economy and society*. The Board has adopted a Mission-based approach to meeting this challenge, based on the work of the Institute for Innovation and Public Purpose at University College London. The Missions are designed to be bold and ambitious, yet realistic and flexible enough so that they can gather wide support for delivery and adjust to emerging evidence and issues.

The London Recovery Programme is a set of 9 Missions to meet London's grand challenge:

- A Green New Deal
- A Robust Safety Net
- High Streets for All
- A New Deal for Young People
- Helping Londoners into Good Work
- Mental Health and Wellbeing
- Digital Access for All
- Healthy Food, Healthy Weight
- Building Strong Communities

Further details on the London Recovery Programme can be found at <https://www.london.gov.uk/coronavirus/londons-recovery-coronavirus-crisis/recovery-context>

Adult education is critical to London's recovery, supporting those most at risk of long-term unemployment to retrain and re/ upskill to access new employment opportunities, as well as supporting Londoners' mental health and wellbeing.

The Mayor is now making additional AEB available explicitly aimed at supporting the London Recovery Programme, with a particular focus on the sectors outlined in the *Helping Londoners into Good Work* and *Digital Access for All* missions, although this is not exclusive.

The Good Work for All Fund will use part of London's AEB to prioritise training, education, and employability support that will enable Londoners to gain relevant skills, retrain, and move into good work in sectors key to London's recovery. This includes, although not exclusively, digital, health, social care, green, and creative and cultural industries. Strong partnership and collaboration with employers, businesses, public bodies, civil society, communities and other relevant organisations will need to form part of the delivery approach.

What we are looking for

The purpose of the Good Work for All Fund is to put in place additional AEB provision and activities to provide Londoners most affected by the pandemic with skills that will help them to access good work – as well as to meet other mission objectives, such as supporting the green recovery or tackling digital exclusion. Applicants need to demonstrate how their project will fund provision that:

- aligns to London's Recovery Programme and supports the priority groups particularly impacted by the pandemic;
- adds value to existing AEB provision;
- is supported by clear evidence of local, sub-regional and/or London-wide demand for sectoral skills and job creation potential;
- is shaped or supported by sector employers, business and other representatives; and
- includes partnerships with employers/business, civil society organisations and public bodies (e.g. Job Centre Plus, London boroughs)

The London Recovery Board has agreed to focus on the following priority sectors within the *Helping Londoners into Good Work Mission*: Digital, Health and Social Care, Green Economy and Creative Industries. These sectors have current and long-term economic growth and job creation potential or, in the case of health and social care, are playing an important social and economic role in supporting London's recovery.

A short summary of the importance of these priority sectors is set out below. The evidence supporting these priority sectors is expanded upon further in Annex 1.

- **Digital:** London is a leading international city for digital innovation and is adopting these changes. Digital skills are increasingly in demand at all levels (basic, intermediate and advanced) across London's economy. Londoners will need a range of digital and other skills to adapt. This is important for addressing digital exclusion and underrepresentation of certain groups across digital and digital-related roles. The impact of COVID-19 has accelerated the move to online for businesses and changed patterns of work and learning. This is likely to see hybrid models of home/office and online/face-to-face become the long-term norm, even after the pandemic has ended. Furthermore, automation is affecting the nature of some job roles and will impact more on certain sectors and groups of Londoners.
- **Health and Social Care:** The sector is one of London's largest employers, across a diverse range of occupations and skill levels. Its central role in the lives of all Londoners

has been highlighted dramatically by the impact of COVID-19. Health and social care faces skills shortages and workforce development challenges. These include increasing the skill levels of non-clinical and social care staff to support progression and retention.

- **Green Economy:** The Mayor's net zero carbon 2030 target, and the UK's priorities for its presidency of COP26² will create the new green jobs of the future, further increasing the demand for skills across a range of occupations and services that will be central to building a net-zero carbon economy. These include construction of electric vehicle (EV) charging infrastructure, energy-efficient retrofitting for buildings, low-carbon heating technology, solar PV installation and construction of active travel infrastructure. Green spaces also play a key role in supporting green growth and London's transition to a net zero carbon economy and also support a variety of green occupations. It is important that opportunities in this significant growth sector will be available to all Londoners.
- **Creative Industries:** The impact of COVID-19 has been significant in some parts of the creative industries sector - in particular, the cultural sector. However, demand continues to be strong in other areas, notably film and tv (including UFX and animation) and gaming. The sector has a key challenge in addressing the underrepresentation of certain groups, including Londoners from lower socio-economic backgrounds. This is, in part, connected to the greater role of freelancers and the use of low and unpaid roles to gain valuable work experience.
- **Other sectors:** London has a number of other sectors which have current skills gaps, along with long term job creation potential. Applicants wishing to apply to work with one or more of these other sectors - whether at a regional or sub-regional level - will need to provide clear evidence and a rationale for their proposal. This may include but is not limited to skills gaps and job creation potential; workforce profile and diversity; challenges and opportunities.

This prospectus sets out the main features of the provision to be funded in the sector summaries in Annex 1.

The activity aims to:

- address the skills needs of priority groups identified in the Recovery Evidence Base as being hardest hit by the pandemic;
- develop relevant sector/cross-sector-specific provision in partnership with employers, business and representative bodies, civil society organisations and public bodies;
- provide a range of learning and training opportunities to support the recruitment and retention of priority groups;
- support learner progression; from entry level to level 3 and into work (demonstrate a strategic commitment to developing expertise and high-quality provision in the chosen sector(s) beyond the funding window);
- be aligned with progression into good work – i.e. occupations paid at or above the London Living Wage; and no exploitative use of zero hours contracts; and

² <https://www.gov.uk/government/topical-events/cop26>

- recognise that the impact of COVID-19 means that priority groups will include a diversity of Londoners, including those with higher levels of skills and work experience and the need for provision to accommodate/recognise these.

We would expect applicants to demonstrate consistency with the London recovery programme's cross-cutting principles (see

https://www.london.gov.uk/sites/default/files/recovery_programme_overview_-_151020.pdf) to:

- recognise and address structural inequalities by promoting a fairer, more inclusive London focused on support the most vulnerable;
- prioritise sustainability by mitigating climate change and improving the resilience of our city; and
- improve the health and wellbeing of Londoners.

Eligibility

This section sets out the eligibility criteria that Bidders must comply with as part of this process. This includes the eligibility of organisations to apply, the minimum and maximum values of eligible grant awards, and the eligibility of education and training provision. Bidders must pay close attention to the eligibility criteria set out in this section.

Provider eligibility

UK registered learning providers with an established delivery site located within London and the London fringe are eligible to apply for this funding. The London fringe area is described in detail in Annex 2.

Bidders are permitted to submit one Application only. Bidders can apply to deliver as the sole provider of learning provision, or can partner with other organisations as subcontractors, to deliver part of the provision. Bidders must have a separate contractual arrangement with each subcontractor. Consortium Applications will not be considered.

If a Bidder requests to change a subcontractor following the award, the GLA reserves the right to revisit the selection criteria in the Questionnaire to confirm that these criteria would still be met as originally tested during this award process in light of the new information and, if they are not met, approval for the proposed change may be refused.

Bidders must meet the qualifying criteria set out in Blocks 3 and 4 of the Questionnaire. In certain cases, if a Bidder does not meet these criteria, they will be considered to Fail the questionnaire as a whole and the rest of their Application will not be evaluated. For example, Bidders assigned a Grade 4 Inadequate rating at their most recent Ofsted will be considered to Fail, and will not have the rest of their Application evaluated. Some questions are Mandatory Fail questions meaning that if the criterion is not met, the Bidder will automatically Fail. Others are Discretionary Fail questions meaning that the Bidder will Fail if satisfactory assurance has not been provided that the issue has been addressed. Further information is provided in the Questionnaire Guidance.

Grant award values

The minimum grant value that will be awarded per Bidder through this process is £100,000 per academic year. The maximum grant value that will be awarded per Bidder through this process is £1,250,000 per academic year.

Bidders must apply to deliver across two academic years – 2021/22 and 2022/23. The proposed value of provision delivered in 2021/22 must equal the proposed value of provision delivered in 2022/23.

Bidders can apply to deliver fully funded Level 3 qualifications under the National Skills Fund Level 3 Adult Offer (NSF). Refer to the [list of eligible qualifications](#) to find out which courses can be funded through this provision. The value of delivery of this specific entitlement will be ringfenced – funding cannot be used to deliver other AEB eligible provision – and may not exceed £500,000 per academic year. The minimum and maximum awards for each academic year stated above will apply to the Application as a whole. Bidders can apply to deliver AEB, NSF, or a combination of both.

Funding Rules

AEB grants awarded through this process can only be used to support eligible learners and deliver provision as set out in the [GLA AEB Funding and Performance Management Rules for Grant-funded Providers](#) (The Rules), which are amended from time to time. It is important that Bidders read and understand The Rules as well as the other supporting documentation published as part of this process before submitting a proposal as these will govern the delivery of the provision.

The latest published Rules relate to the 2020/21 academic year. Draft Funding Rules for the 2021/22 academic year will be published in March 2021. These will be published on the GLA website.

Performance management arrangements for provision funded through this Fund (to be set out in the upcoming Draft Funding Rules) will be similar to the arrangements set out in the 2020/21 AEB Grant Funding Rules.

Payments for the delivery of provision are made in arrears against the services delivered each month. The value of your grant award for each financial year, and for each funding year, will be capped in accordance with the current ESFA methodology for calculating payments as set out in The Rules. The GLA will review performance and may reduce the grant value based on performance up to the time of the review and predicted future performance as set out in the Rules.

Only AEB formula-funded activity will be eligible to be delivered through this provision.

Learner Support funding awarded will be paid in line with the national profile for AEB contracts for services as set out in Annex 4. AEB Learner Support will be ringfenced, though NSF Learner Support will not be.

Funding Rates

[GLA Adult Education Budget Funding Rates and Formula for All Providers](#) sets out details of the funding system used to fund activity eligible for GLA AEB funding. It sets out the principles and features of the GLA's funding system for the 2020 to 2021 funding year (1 August 2020 to 31 July 2021). Draft Funding Rates for 2021/22 will be available in March 2021 but are not expected to change substantially. These principles and features are primarily in line with those set nationally by the ESFA. As such, the document may be amended from time to time, for example, to bring it in line with the national ESFA Funding Rates and Formula should these be changed. It describes how the GLA will calculate 'formula-funded' earnings for the Adult Education Budget (AEB) and Learning Support.

[GLA Adult Education Budget Funding Rates and Formula for All Providers](#) along with the information on the value of qualifications on the [Find a Learning Aim](#) service on GOV.UK will help Bidders to calculate the proposed grant values for their Application. In particular, the Funding Rates document includes the following information:

- Programme weightings, which account for the relative costs of delivering training in different sectors and subjects;
- Disadvantage uplift, accounting for extra costs in support of the most disadvantaged learners;
- Area cost uplifts, accounting for the additional cost of delivering outputs in some areas;
- Other funding adjustments and/or financial contributions.

An [AEB Technical Guidance Note](#) has been published for the 2020/21 academic year which provides technical guidance to AEB Providers on monitoring codes in the ILR that can be applied to GLA-funded learning delivery, and how they should be used, for those who prepare data returns, implement data specifications and design systems.

Statutory entitlements

As set out in The Rules, the AEB supports four legal entitlements to full funding for eligible adult learners. These enable eligible learners to be fully funded for the following qualifications:

- English and maths, up to and including level 2, for individuals aged 19 and above, who have not previously attained a GCSE grade A* - C or grade 4, or higher, and/or
- A first full qualification at level 2 for individuals aged 19 to 23, and/or
- A first full qualification at level 3 for individuals aged 19+, and/or
- Information technology ('digital') skills, up to and including level 1, for individuals aged 19 and over, who have digital skills assessed at below level 1.

Other GLA-Funded Provision

As part of the GLA's Level 3 flexibility the GLA will fully fund learners to undertake Level 3 qualifications in addition to the legal entitlement where they are unemployed or in receipt of a low wage, and enrolled on a vocational qualification of no more than 12 months planned duration.

Additionally, learners aged 19 and above whose preferred language is British Sign Language (BSL) will be fully funded by the GLA to study for a first qualification in BSL, up to and including level 2.

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.

National Skills Fund

Under the National Skills Fund Level 3 Adult Offer (NSF), any adult aged 24 and over who wants to achieve their **first full level 3 qualification**, which is equivalent to a technical certificate or diploma, or 2 full A levels, will be able to access almost 400 fully funded courses which could be found on the [list of eligible qualifications](#).

As discussed above, delivery of these specific courses to any adult aged over 24 without a Level 3 qualification will be ringfenced – the funding cannot be used to deliver other AEB eligible provision.

Learners aged 19-23 will be fully funded to undertake level 3 qualifications on the NSF list of eligible qualifications where it is their first full level 3 qualification, and the qualification is not available as part of the level 3 legal entitlement.

Qualifications in scope

Bidders may propose as part of their Application to deliver either regulated qualifications and/or their components or non-regulated learning. Proposed provision must be formula-funded provision – fundable under Adult Skills Model 35 in the ILR.

If Bidders are seeking to deliver regulated qualifications and/or their components, these will need to be available on the [Find a Learning Aim](#) service on GOV.UK.

Bidders should note that changes to eligible qualifications, funding rates, and/or statutory entitlements may be made in future by GLA or by national government. We will inform Bidders as soon as we can prior to any changes being introduced, but until they are confirmed Bidders should continue to apply the current eligibility criteria as set out in The Rules.

Should the eligibility of a qualification change during the term of the agreement, AEB funding payments will continue to be made at the same rate for learners continuing to study a learning aim that started before the eligibility change came into force, in order to enable them to achieve their learning aim, as long as this can be achieved within the agreed delivery period.

Support Funding

Some learners experience barriers to engaging with learning. Bidders may, as part of their Application, include proposals to also deliver support services to these learners to help them to overcome these barriers and fully participate in education and training. Learning Support and Learner Support payments may be made from grants awarded through this process for the following support:

- **Learning Support** (including additional and exceptional Learning Support) – is available to Bidders to meet the cost of making reasonable adjustments, as part of the *Equality Act 2010*, for learners who have an identified learning difficulty or disability, to achieve their learning goal.
- **Learner Support** – is available to Bidders to support learners with a specific financial hardship preventing them from participating in learning, such as childcare or residential costs associated with learning.

The criteria and requirements for Learner and Learning Support are explained more fully in The Rules.

All Learning and Learner Support payments will be calculated using the arrangements set out in *GLA Adult Education Budget Funding Rates and Formula for All Providers*.

Bidders should note that payments claimed for exceptional Learning Support and for additional Learning Support above the fixed monthly rate published in *GLA Adult Education Budget Funding Rates and Formula for All Providers* must be supported by evidence of actual costs and, if this evidence is not available at monitoring or audit, payments that have been made to a provider may be recovered by the GLA, as set out in The Rules.

Bidders are asked to estimate the value of their Learner and Learning Support requirements in their proposal. Where applicable, awards will include allocations for Learner Support, payable in line with the Standard National Profile for Contracts for Services as set out in Annex 4. AEB Learner Support will be ringfenced, though NSF Learner Support will not be.

Grant awards will not include a ringfenced allocation for Learning Support but this expenditure will still need to be met from within the provider's overall grant allocation.

Provision Requirements

The Provision must comply with The Rules published by the GLA. The overall aim of the Provision is to engage London residents aged 19 and above and provide education and training to equip them with the skills both they and local employers/business need, enabling them ultimately to access or progress in work.

The Provision must align with that which the Bidder has set out in their *Delivery Values Template*.

Prior to commencing delivery of the Provision, providers must hold the appropriate approvals and authorities to deliver the Provision. This must include relevant authorities to deliver and award the learning aims and qualifications that will be offered – for example, an authority to deliver qualifications from the awarding body and issuing organisation.

Bidders must have the capacity and capability for data and evidence collection, management and reporting and be able to comply with GLA and ESFA requirements, including the submission of performance management data through the ILR and GLA Open Project System (OPS). Providers must have processes and controls in place to ensure the eligibility of the learner, comply with audit requirements, monitor progress, and manage risks. In addition, providers will be required to submit copies of all evidence to support a claim electronically through an online secure portal at the time they submit a claim. Further information on data, evidence and reporting requirements can be found in The Rules.

The ESFA retains responsibility for some aspects of the AEB, including the management of the ILR system. The ESFA will also continue to be involved in intervention measures for non-AEB funding streams that may be received by the Bidder, such as 16-19 funding or adult learner loans. The GLA will manage underperformance through regular monitoring and review processes as explained in The Rules.

Bidders will be required to demonstrate that they understand the risks inherent in delivering the services they propose, and that they have considered mitigations to reduce these risks and maintain delivery of the AEB provision.

Payments

Providers will be paid in arrears on the basis of actual delivery each month, cumulatively up to the maximum grant value for each funding year (the ‘annual grant value’), each financial year (the ‘financial year grant value’), and up to the maximum value of funding awarded for the duration of the agreement (the ‘overall lifetime grant value’). The funding years and financial year applicable to the grants for delivery of this provision are set out in Table 1 of this document. Should funding be awarded for future years, the overall lifetime grant value will change and the funding year periods for the funding year added will mirror the funding year periods in Table 1 below. The GLA, working with the ESFA, will calculate the value of the actual delivery by using the latest validated ILR (taking into account any information reported in the Earnings Adjustment Statement) submitted by providers.

Table 1: Funding Year and Financial Year

Funding and Grant Year	Funding Year periods	Months and Financial Year
2021 to 2022 Funding year (Year 1)	Periods 1 to 8	August 2021 to March 2022, 2021 to 2022 financial year
	Periods 9 to 12	April 2022 to July 2022, 2022 to 2023 financial year

We will be using the ESFA’s ILR methodology and payments system service offer to calculate payments for this provision. Therefore, payments for services delivered up to 31 March within a funding year will be capped to the maximum grant value for the financial year that falls within that funding year and payments for services delivered up to the 31 August in a funding year will be capped to the annual grant value for that funding year. The calculation of the financial year grant value is based on the annual grant value apportioned monthly in line with the national monthly profile as set out in The Rules. Please note that we may review this process and make changes in future years depending on any agreement with the ESFA on a future payments system service offer.

The GLA will undertake an annual reconciliation of funding claimed and evidenced by AEB providers against the payments made for delivery of these services by the GLA. Following the reconciliation, any identified overpayments will be recovered from the provider and any additional payments that the provider is entitled to will be made by the GLA if required, as explained further in The Rules. Bidders should also note that underperformance may lead to a reduction in their grant value.

NSF allocations will be ringfenced and managed separately from AEB allocations. The paragraphs above also apply to providers' NSF allocations. NSF allocations will be paid in arrears on the basis of actual delivery each month.

Learner Support funding awarded will be paid in line with the national profile for AEB contracts for services as set out in Annex 4.

Onboarding

Prior to delivery starting on 1st August 2021, there will be an onboarding process between grant awards and the end of July 2021 which will include a visit by GLA officers to pre-check the paperwork and systems in place for AEB compliance. Further details will be issued to Bidders that are awarded a grant.

Performance Management

Underperformance will be managed through close performance management and regular reviews as described in greater detail in the Rules.

The GLA's Provider Managers will arrange quarterly monitoring and review visits to discuss performance against annual and lifetime financial profiles. The frequency of monitoring and review visits, and reporting requirements, may be increased if a provider is underperforming or there are other concerns around delivery.

Underperformance will be managed by GLA Provider Managers who will build a comprehensive understanding of each provider's performance and capability through quarterly visits and management information. The Provider Manager will then use this

intelligence to consider any necessary actions or changes to improve or maintain performance, taking into account the views of the provider.

As payments are based on actuals, underperformance may lead to reduced grant values. Where a provider is underperforming at R06, they will be considered in scope for reduction or termination.

Grant agreements will include targets based on the *Delivery Values Template*, and performance against these will be reviewed. Subject to budget availability, providers may be invited to request an increase in their funding allocation(s). Providers may also be invited to request a voluntary reduction.

Further information will be provided in the Draft 2021/22 AEB Grant Funding Rules which will be published in March.

Application Process

Applications open on 8 February 2021. Bidders will have six weeks to complete their applications. The application process will close at 17:00 on 19 March 2021.

Further information on how to apply is given in the published *Questionnaire Guidance* document.

Bidders can submit requests for clarification by sending an email to AEBGoodWork@london.gov.uk. Clarifications will be published on the GLA website every Monday until Monday 15th March. Bidders must submit their clarification request by Wednesday of the previous week to receive a response in the next set of clarifications.

Please ensure you continue to monitor the website for any announcements. Revised GLA AEB Grant Funding Rules for 2020/21 or Draft GLA AEB Grant Funding Rules 2021/22 may be published during the application window.

Market warming events are currently scheduled to take place on 25 and 26 February. Details will be published on the GLA website.

We expect Bidders to be notified of the outcome of this process in June 2021.

It is envisaged that the process will follow as close as possible the timeline outlined below, however these dates are provided for your guidance only, and are subject to change.

Table 2: Indicative Timeline

Activity	Timeframe guide
Market warming events	25 and 26 February 2021
Deadline for Requests for Clarification	Wednesday 10 March 2021 at 17:00
Application Submission Deadline	Friday 19 March 2021 at 17:00
Application Evaluation Period	April – May 2021
Notification of awards	June 2021
Mobilisation / Onboarding	June – July 2021
Delivery Start	1 August 2021

Evaluation of applications

Fully compliant applications that are received by the deadline will be scored by two evaluators. The total maximum score available for the Application will be 100 per cent. Individual questions will be weighted to represent the importance that the GLA attaches to them. The evaluation criteria that will be used to score are presented in **Table 3**. Scored questions and their weightings are shown in **Table 4**.

The scores of the two evaluators will be averaged to determine the final score for each question. Bidders will be ranked based on their overall score in accordance with the question weightings set out in **Table 4**.

The overall ranking will be reviewed by an expert panel prior to final recommendations being made.

Table 3: Evaluation Criteria

Score	Criteria for Scoring
4	<p>Excellent</p> <p>A comprehensive response of excellent quality that meets and exceeds all the minimum requirements and gives the GLA a high level of confidence that all aspects of the tender are deliverable. Strong evidence provided which supports delivery of the tender in practice.</p>
3	<p>Good</p> <p>A good quality response that meets and exceeds all the minimum requirements and gives the GLA a good level of confidence that most of the aspects of the tender are deliverable with no or only minor reservations. Good evidence provided which supports delivery of the tender in practice.</p>
2	<p>Meets minimum requirements</p> <p>A response of satisfactory quality that meets the minimum requirements and gives the GLA confidence that all key aspects of the tender are deliverable. Satisfactory evidence is provided which supports delivery of the tender in practice.</p>
1	<p>Poor</p> <p>A poor response that fails to meet the minimum requirements and the evidence provided is weak. The GLA has concerns about the deliverability of one or more key aspects of the tender in practice.</p>
0	<p>Inadequate</p> <p>A response that fails to meet the minimum requirements and is not supported by evidence or the evidence provided is inadequate. The GLA has serious concerns about the deliverability of a substantial number of aspects of the tender in practice.</p>

Table 4: List of questions and weightings

No.	Question	Weighting
5.1	Demonstrate how your delivery of education/training services will address the local skills needs for each of the sectors you intend to deliver	20.00%
5.2	Please demonstrate how you will identify participant skills needs and support them to achieve their learning aims and outcomes	14.00%
5.3	Please demonstrate how you will provide support to disadvantaged Londoners hardest hit by the pandemic to enable them to overcome barriers to learning	14.00%
Section Total		48.00%
6.4	Please explain how you expect these volumes to be achievable	5.00%
Section Total		5.00%
7.1	Describe your contract management and resourcing approach to ensure the quality of provision is consistently high	15.00%
7.2	Explain the processes your organisation will use to report and evidence your management information and ensure audit compliance	12.00%
7.3	Provide evidence of how you have previously used quality process(es) and/or tools to ensure you successfully delivered high quality services	10.00%
Section Total		37.00%
8.1	Explain how you will positively promote and encourage diversity and equality at all levels within your organisation and eliminate unlawful discrimination, harassment and victimisation	4.00%
8.2	Explain how you adhere to the Mayor's Good Work Standard focused on embedding fair employment practices	3.00%
8.3	Explain how you will ensure the safeguarding of participants in particular vulnerable adults	3.00%
Section Total		10.00%
Overall Total		100.00%

Allocation of awards

Awards will be made to the highest ranked bidders subject to recommendation by the expert panel, budget availability and financial due diligence.

Successful providers may be funded on a pro-rata basis to ensure allocation of the available budgets. This could include AEB, NSF, or a combination of both. If a pro-rata amount is awarded, targets as per the *Delivery Values Template* will be amended proportionately.

If the value of a successful Application is higher than the budget available, a provider may receive an offer of funding lower than the requested amount of either general AEB provision or the NSF Level 3 Adult Offer to deliver the available budget.

If an award offer is turned down by the provider, an offer would be made to the next highest bidder.

Provider feedback

The GLA will notify Bidders of the outcome of the evaluation and provide general feedback to unsuccessful Bidders in June 2021. The GLA will not consider appeals regarding the final award decisions made.

Financial Due Diligence

The GLA will carry out financial due diligence checks prior to any agreement to award funding as per the *Financial Health and Requirements Guidance*, published as part of the bidding documentation.

Due diligence on Bidders will comprise of the following checks: liquidity, profitability, return on capital employed, debtors and creditors cycle, a review of Credit Safe reports, Charity Commission checks (where applicable), a review of the Bidder's insurance documents and finance and procurement regulations to ensure that robust governance arrangements are in place to account for and manage the GLA's funding.

Conditions of Applying

Equality and Diversity

The GLA is committed to proactively encouraging diverse suppliers to participate in its procurement and grant award processes for goods, works and services. It will provide a level playing field of opportunities for all organisations including Small and Medium Enterprises, Black, Asian and Minority Ethnic businesses and other diverse suppliers. Consistent with its obligations as a Best Value Authority and in compliance with UK legislation, GLA's process will be transparent, objective and non-discriminatory in the selection of its suppliers. The GLA will actively promote diverse suppliers throughout its supply chains.

Transparency

The Government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes commitments relating to public expenditure, intended to help achieve better value for money. Suppliers and those organisations looking to bid for public sector agreements should be aware that if they are awarded an agreement, the resulting agreement can be published. In some circumstances redactions will be made to some agreements before they are published in order to comply with existing law.

Responsible procurement

The GLA will proactively conduct this process in line with the GLA's *Responsible Procurement Policy*. Within their obligations as Best Value authorities, and in compliance with UK legislation, the GLA will adopt the principles of 'Reduce, Reuse, Recycle' and 'Buy Recycled'. The GLA is committed to applying these principles in its procurement of goods, works and services, where the required criteria for performance and cost effectiveness can be met. The GLA will actively promote responsible procurement throughout their supply chains. The GLA expect its suppliers to have in place and implement policies to promote these principles.

Further details on the GLA policy on Responsible Procurement can be found at:

https://www.london.gov.uk/sites/default/files/gla_group_rpp_v7.12_final_template_for_web.pdf

Good faith

In submitting an Application, you undertake that you are providing your submission in good faith and that you have not and will not at any time communicate to any person (other than

the GLA, a Bidder's advisers or third parties directly concerned with the preparation or submission of its response) the content or amount (or approximate amount) or terms (or approximate terms) of your response or of any arrangement or agreements to be entered into in relation to your Application. In submitting an Application, you undertake that the principles described in this section have been, or will be, brought to the attention of all subcontractors, and associated companies which are or will be providing services or materials connected with your response.

Accuracy of information

In submitting an Application, you undertake that all information contained in your response or at any time provided to the GLA in relation to the agreement is true, accurate and not misleading, and that all opinions stated in any part of a response are honestly held and that there are reasonable grounds for holding such opinions. Any matter that arises that renders any such information untrue, inaccurate or misleading will be brought to the attention of the GLA immediately.

Expenses and losses

The GLA will not be liable for any costs incurred by the Bidder responding to this grant award process.

Freedom of Information

The GLA as a public authority is subject to the Freedom of Information Act 2000 ("the FOIA"). In applying for this (or any) grant award Bidders should be aware that information they provide may be disclosable, either under the GLA's Publication Scheme or if a request is made to the GLA.

The FOIA requires the GLA normally to release information requested by any "person" ("person" legally includes companies and other bodies). At the same time the FOIA recognises that a public authority, in order to carry out its functions, may decline certain requests where an appropriate exemption applies. In particular, two exemptions under sections 41 and 43 of FOIA, described below, may apply.

Information provided in confidence

Section 41 provides that information is exempt if it was obtained by the GLA from any other person and the disclosure of the information to the public by the GLA would constitute a breach of confidence actionable ("actionable" meaning that it could be the subject of a legal claim) by that or any other person. In order for the GLA to rely on this exemption the information must be given in confidence, that is, the information must not be in the public domain, must not have been treated as non-confidential in the past and must have been provided in circumstances importing an obligation of confidence.

Bidders should be aware that, firstly, the GLA will not normally agree to treat information as confidential in the absence of specific legal advice that it is proper to

do so and, secondly, that marking a document as "Confidential" will not give it that status. The scope for Application of the section 41 exemption in relation to an Application for funding is limited.

Commercially sensitive information

It is more likely that this exemption may apply to a grant Application. Section 43 provides that information may be exempt if it constitutes a trade secret or if the disclosure is likely to prejudice the commercial interests of any person (which includes the Bidder). Accordingly, for example, genuinely sensitive pricing information may attract this exemption. This exemption is subject to the public interest test - that is, in considering disclosure, the GLA must weigh up the public interest in withholding disclosure with the public interest in disclosing the information in question.

Requests for special treatment of information

Should a Bidder regard particular information as given in confidence, constituting a trade secret, or likely if disclosed to prejudice their commercial interests, they should indicate this clearly, with an explanation. Note that it will not be sufficient to assert that the whole Application is confidential or commercially sensitive. Indicating what information may be confidential or commercially sensitive may assist the GLA in determining whether any exemptions apply. It should be noted that it is the GLA, which will determine whether a disclosure should be made and that this will be determined on a case by case basis by the GLA.

Effect of time

Bidders should be aware that, over time, some information may lose its confidential nature or commercial sensitivity. If you consider this to be the case, please indicate when, in your view, such information may be released. This should be a reasonable time period in relation to the nature of the data.

Personal data

One other FOIA provision, which may be relevant in certain circumstances, is section 40, which broadly speaking provides an exemption in relation to personal data (as defined in the Data Protection Act). This will not however usually exempt, for example, information provided about individuals involved in the Application.

Audit

The GLA (or its representatives) will audit provision awarded through this Fund regularly and so providers should expect an audit visit at least once per year.

Providers must comply with, and ensure any subcontractors comply with, all audit requirements. This includes facilitating unrestricted access to documentation, records,

information and assets which the GLA considers necessary for audit and assurance. Providers must ensure that evidence is available to support all AEB funding claimed when an audit takes place.

AEB Evaluation

The GLA may undertake an evaluation of this provision or allow another body to do so. If so, we will require providers to comply fully with all requests in relation to our evaluation strategy and approach, including facilitating access to data and interviews or meetings with subcontractors, learners, employers and stakeholders.

London Learner Survey

Providers are required to support the implementation of the London Learner Survey, which is used to measure the impact of provision funded through AEB. This includes, but is not limited to, (1) supporting the GLA's research partner to administer the baseline survey and (2) ensuring that learners completing AEB provision are identified in submissions of ILR data within 3 months of their leaving date.

Disclaimer

No information in this document is or should be relied upon as an undertaking or representation of GLA ultimate decision in relation to the education and training services requirement. The GLA reserve the right without notice to change the process detailed in this document or to amend the information provided, including, but not limited to, changing the timetable, the scope and nature of the grant competition and grant competition process.

You enter into this process at your own risk. The GLA shall not accept liability nor reimburse you for any costs or losses incurred by you in relation to your participation in this grant award process, whether or not GLA has made changes to the grant award process and whether or not your Application is successful.

The GLA reserve the right, at any point and without notice, to discontinue the grant award process without awarding a grant, whether such discontinuance is related to the content of applications or otherwise. In such circumstances, the GLA will not reimburse any expenses incurred by any person in the consideration of and / or response to this opportunity. You make all applications, proposals and submissions relating to this opportunity entirely at your own risk.

No part of this document, any online document or its appendices, or any other communication from or with the GLA constitutes a binding agreement, or a representation that any grant award shall be offered.

Annex 1 – Priority Sectors³

Digital

Sector rationale: *Digital skills are increasingly in demand at all levels (basic, intermediate and advanced) across London's economy. The impact of COVID-19 has accelerated the move to online for businesses and changed patterns of work and learning. This is likely to see hybrid models of home/office and online/face-to-face become the long-term norm, even after the pandemic has ended. Furthermore, automation is affecting the nature of some job roles. London is a leading international city for digital innovation and adopting these changes and Londoners will need a range of digital and other skills to adapt. This is important for addressing digital exclusion and making sure the digital workforce is more representative of London's diverse population.*

Digital cuts across the whole economy and sectors and a growing proportion of occupations require intermediate or advanced digital skills. Londoners may need to gain new digital skills to continue to work in sectors which are more exposed to automation (e.g. lower-level skill roles in the service industries) and the effects of the pandemic (e.g. accommodation and hospitality) or to retrain and transfer to a different sector where digital roles are in high demand.

It is estimated that by 2030, 90% of all jobs will include some level of digitisation, and digital skills will only become more and more important at every level. (DCMS, *No Longer Optional: Employer Demand for Digital Skills*, June 2019) The growing demand for digital skills and competencies brought about by COVID-19 risks exacerbating the gap between those who are digitally-skilled and those who are not. It is therefore key to ensure that training and support be given to those who have low levels of digital skills and competencies, so that they can progress onto their career paths.

A recent OECD report notes that, although London is less vulnerable to automation than many other cities, its risks '*are concentrated on specific sectors and vulnerable groups, in particular low-skilled and low-paid workers. Moreover, young people (15-24 year olds) and immigrants face the highest automation risk... Alongside COVID-19, this represents a double-whammy that could further entrench disadvantage and inequality in London's labour market.*' (OECD (2021 forthcoming), *OECD Reviews on Local Job Creation: Future-Proofing Adult Learning in London*, United Kingdom, OECD Publishing, Paris)

The AEB now funds a basic digital skills entitlement which will help address digital exclusion faced by many Londoners. This is important for active citizenship and employment. However, the entitlement only covers Entry and Level 1 qualifications. Level

³ These are not comprehensive and we will consider other priorities within these sectors where clearly evidenced.

2-3 and higher-level qualifications, along with broader development of intermediate and advanced digital skills will be increasingly important. We understand the different categories to cover (referenced in DCMS *Digital Skills for the UK Economy*, 2016):

- **Basic or essential digital literacy skills** referred to the skills needed by citizens to become 'digitally literate'. These are the skills needed to carry out basic functions such as using digital applications to communicate and carry out basic internet searches. This includes cyber security.
- **Intermediate-level digital skills** referred to all basic digital skills, plus skills needed in a workplace, such as, the use and management of applications developed by those with advanced digital skills, but they may also provide contributions to the development of digital content, provision of system support and maintenance, etc.
- **Advanced digital skills** referred to all intermediate-level digital skills, plus skills linked to the creation and/or strategic exploitation of new digital technologies, and new products and services. This includes more advanced programming and coding involved in the creation of new software, and also cover the strategic business skills needed to convert ideas into successful commercial projects and ventures.

These need to be complemented by a range of transferable (key) employability skills or 'soft' skills, such as teamwork, communication and problem solving.

There is a significant opportunity to address demand for digitally skilled workers by increasing the number of workers from under-represented groups in the digital sector. 15% of young women currently gain digital skills through formal education⁴, and as a result, female workers⁵ make up only 16% of the tech workforce in the UK. 14% of the UK working population is from a Black, Asian or Minority Ethnic (BAME) background, yet only 8.5% of senior leaders in the tech sector are BAME⁶. 19% of the UK working population has a disability yet only 9% of IT specialists in the UK have a disability.⁷

Similarly, young people from ethnic minorities and lower socio-economic backgrounds face significant barriers in accessing key professions, leading to a lack of diversity in the tech and digital roles. Older workers at risk of redundancy or recently unemployed may also need targeted support to develop the digital skills to make the most of their experience and expertise.

The London Recovery's *Digital Access for All* Mission aims to support digital inclusion amongst Londoners. The Mission outlines the need to understand how digital exclusion affects Londoners and the barriers faced beyond the level of digital skills – for example, access to devices and full fibre broadband.

⁴ According to the 2020 UCAS data, women make up 15% of all entries in undergraduate computer science degrees.

⁵ According to the [2019 BCS Insights Report](#), only 16% of UK IT professionals are female.

⁶ According to the [2018 Inclusive Tech Alliance Report](#).

⁷ According to the [2018 Edge Foundation Report](#).

Health and Social Care

Sector rationale: *Health and Social Care is one of London's largest employers, across a diverse range of occupations and skill levels. Its central role in the lives of all Londoners has been highlighted dramatically by the impact of COVID-19. Health and social care face skills shortages and workforce development challenges. These include increasing the skill levels of non-clinical and social care staff to support progression and retention.*

Health and Social Care is among the largest employment sector in London and the UK. It includes three main groups of occupations, although there is a significant range within each:

- **Clinical NHS roles** – these are mainly high level and outside the scope of this competition
- **Non-clinical NHS roles** – for example, healthcare support workers. These roles may provide opportunities for training and progression, including into clinical roles. NHS trusts can play a key role as anchor institutions in supporting the wider recovery and providing opportunities for groups particularly affected by the pandemic, including BAME Londoners.
- **Care roles** – these are more likely to be lower skilled and where AEB is already delivering higher volumes of qualifications, compared to Green, for example. There may be opportunities for the competition to fund additional provision but there will need to be a clear rationale and evidence to support doing so. For example, to promote retention and progression within the sector.

COVID-19 has increased the demand for workers in this sector. In September 2020, the top ten growing job postings (compared with September 2019) included a number in health and social. These include social workers, residential, day and domiciliary care, health professionals and speech and language therapists.

The health and social care sectors in London have higher proportions of Black, Asian and Minority Ethnic (BAME) workers, compared with the UK. For social care settings in London, it is estimated that 67% of the workforce are British and 33% were non-UK nationals. Nationally, just under half of the adult care workforce were at level 2 or above and only half held a relevant social care qualification. (*Skills for Care: The State of Adult Social Care Sector and Workforce in England, 2019*)

Green Sector

- **Sector rationale:** *London’s low carbon sector has grown significantly over the last ten years. Green finance has played a key role in this, mirroring London’s strengths in financial services, but the sector is varied and innovative. The Mayor’s zero carbon 2030 target, and the UK’s priorities for its presidency of COP26 will create the new green jobs of the future, further increasing the demand for green skills across a range of occupations and services. These include construction of electric vehicle (EV) charging infrastructure, energy-efficient retrofitting for buildings, low-carbon heating technology, solar PV installation and construction of active travel infrastructure. Green spaces also play a key role in supporting green growth and London’s transition to a net zero carbon economy. It is important that opportunities in this important growth sector are available to all Londoners.*

The Green sector is broad. It is best understood as an umbrella term for the following sub-sectors outlined in the table below.

Tier 1 sectors	Tier 2 sub-sectors
Low carbon	Additional energy sources, alternative fuel vehicle, alternative fuels, building technologies, carbon capture and storage, carbon finance, energy management, nuclear power.
Environmental	Air pollution, contaminated land reclamation and remediation, environmental consultancy and related services, environmental monitoring instrumentation and analysis, marine pollution control, noise and vibration control, recovery and recycling, waste management, water and waste-water treatment.
Renewable Energy	Wind, geothermal, photovoltaic, biomass, hydro, renewable consultancy, wave and tidal.
Green spaces*	Urban greening, Sustainable Drainage Systems (SuDS), parks management, horticulture, arboriculture, ecology.
Active travel infrastructure*	Building cycle lanes and pedestrian walkways.

As part of the *Helping Londoners into Good Work* Mission we will be seeking to respond to job creation initiatives that are relevant to London’s recovery. This includes the green recovery priorities set out in the *Green New Deal Mission*, which accompanies the *Helping Londoners into Good Work* Mission and includes priorities for a zero carbon recovery. This aims to tackle the climate emergency and double the size of London’s green economy by 2030. The Mission brings together different parts of the sector, including scale-up programmes to retrofit and improve existing buildings, programmes that increase access to green spaces and by supporting access to capital to growth of London’s clean tech and

circular businesses. It combines this with improving air quality and health through developing active travel infrastructure, such as cycle routes.

It is clear that, in the short term, jobs will be created in the low carbon and active travel infrastructure sub-sectors, including through: construction of electric vehicle (EV) charging infrastructure, energy-efficient retrofitting for buildings, low-carbon heating technology, solar PV installation and construction of active travel infrastructure. Many of these sub-sectors involve electrical and/or construction-related skills. Green spaces, too, represent a sub-sector with a changing skills profile, necessitating more business and community engagement skills.

A further dimension to London's drive towards zero carbon and the growth of the green sector is the cross-cutting nature of green aims across other areas of the economy. And, while overall, high-emitting and energy-intensive sectors account for a small share of London's employment, London's Transport & Storage, Agriculture and Construction sectors are predicted to undergo the most dramatic changes to meet the net-zero target by 2030. High-carbon jobs will need to de-carbonise and some will disappear. Ensuring current workers in these sectors can retrain within or into other roles will be important.

There is less data at present on the diversity of London green economy's workforce. However, it is known that the energy sector has an ageing workforce in which women are underrepresented, and that men are overrepresented in high-emitting industries that will need to undergo significant change to meet the net-zero target by either 2030 or 2050. In addition, many of the sub-sectors predicted to add jobs in the next few years are within already male-dominated construction-related fields.

Green will cut across other sectors and skills. For example, we are already seeing that across many low-carbon and environmental industries, skills in project management and communication are increasingly in demand, as well as digital skills like software development. We also recognise that, at present, there are likely to be gaps in the supply of specialist skills which could be funded through AEB. Although future demand for green skills is certain, new provision is limited at present. Where this is the case, the competition could provide opportunities to anticipate this demand for green skills by funding provision with clear links to Mayoral and Government priorities, planned public investment and future business activity.

Creative Industries

Sector rationale: *The impact of COVID-19 has been significant in some parts of the creative industries sector. However, demand continues to be strong in other areas, notably film and tv, gaming and immersive industries – and as one of London's leading international specialisms, the creative sector will continue to drive innovation, job creation and economic growth. The sector has a key challenge in addressing the underrepresentation of certain groups, including Londoners from lower socio-economic backgrounds. This is, in part, connected to the greater role of freelancers and the use of low and unpaid roles to gain valuable work experience.*

London's Creative Industries have always been one of the capital's key strengths. Despite the pandemic, some areas of the sector are performing relatively strongly and have growth potential. These are the main focus in this competition. We will consider others where there is evidence of job creation and demand from employers/business.

Two of the leading creative sub-sectors, both in economic output and employment, are Film and TV, and IT, software and computer services. A subgroup of the latter is the Immersive (or Extended) industry which is expected to add £62.5 billion to the UK economy by 2030 and where London is a leading international hub. (Digital Catapult London: A Global Leader in Advanced Digital Technologies, 2020) These parts of the Creative Industries are also likely to be more resilient to the impact of COVID-19.

Previous estimates indicate a significant proportion of workers in the creative industries are self-employed (34%) and those employed are in businesses with fewer than 10 people (around 95%). (DCMS Economic Estimates 2016) There is significant use of unpaid roles and pockets of lower paid work which act as informal entry points. This is a barrier for many Londoners and certain groups are underrepresented in the creative economy. Under a quarter are BAME and this varies by sub-group. Women are also underrepresented. Also, a small proportion of Creative Industry workers are from less advantaged socio-economic groups

The creative industries form a majority high skilled and paid sector. The types of skills needed are often technical and knowledge-specific but there is a growing need for a broader range of skills, including management, budgeting, communication, leadership and project management. The reliance on freelancers can restrict opportunities for large scale programmes of employer-led training. Continuing Professional Development (CPD) is a challenge, particularly for freelancers with more limited capital – both social and economic.

Other sectors

London has a number of other sectors which have current skills gaps, along with long term job creation potential. Applicants identifying one or more of these sectors will need to provide the same type of evidence in the priority sectors above: clear rationale for choice of sector, skills gaps and job creation potential; workforce profile and diversity; challenges and opportunities.

Annex 2 – London Fringe Area

The Mayor approved under MD2513 to only grant fund organisations with an established delivery site located within London and its fringe authorities from the 2021/22 academic year onwards. A map of London and its fringe authorities is provided below.

Map of local authority areas within the London fringe

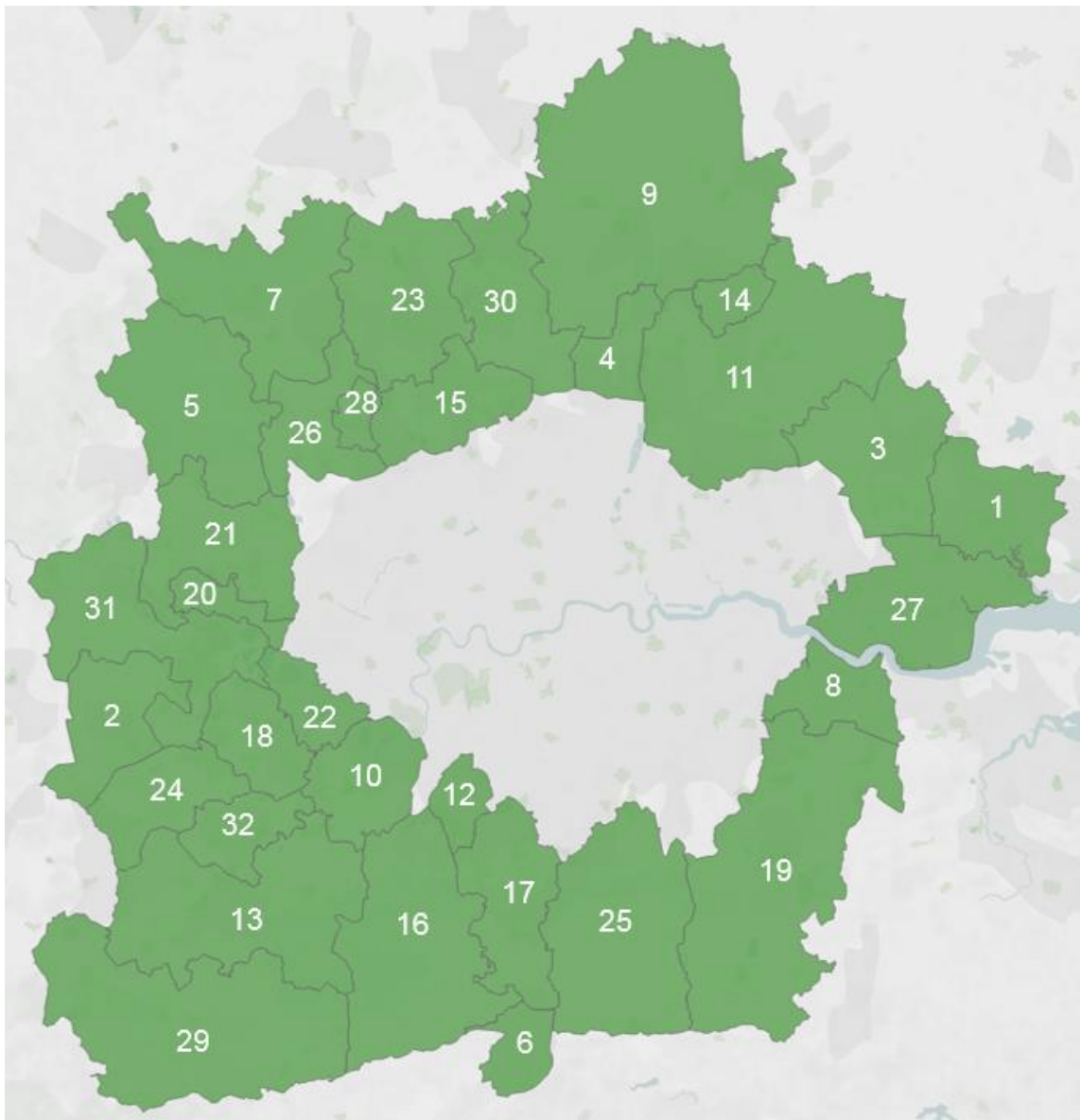


Table 5: London Fringe Authorities

Reference	Local Authority
1.	Basildon
2.	Bracknell Forest
3.	Brentwood
4.	Broxbourne
5.	Chiltern
6.	Crawley
7.	Dacorum
8.	Dartford
9.	East Hertfordshire
10.	Elmbridge
11.	Epping Forest
12.	Epsom & Ewell
13.	Guildford
14.	Harlow
15.	Hertsmere
16.	Mole Valley
17.	Reigate & Banstead
18.	Runnymede
19.	Sevenoaks
20.	Slough
21.	South Bucks
22.	Spelthorne
23.	St. Albans
24.	Surrey Heath
25.	Tandridge
26.	Three Rivers
27.	Thurrock
28.	Watford
29.	Waverley
30.	Welwyn Hatfield
31.	Windsor & Maidenhead
32.	Woking

Annex 3 – Glossary

Achievement – the outcome of a qualification or progression into learning or employment.

Adult Education Budget (AEB) – includes all GLA participation and support funding (not including apprenticeships, Advanced Learner Loans or education and training services funded by the ESFA). The principal purpose of the AEB is to engage adults and provide them with the skills and learning needed for work, an apprenticeship or further learning. The AEB supports the national legal entitlements to full funding for eligible learners as set out in the *Adult education budget: legal entitlements and qualification eligibility principles 2018 to 2019* and enables adults to enrol on flexible tailored programmes of learning, which do not need to include a qualification, to help those furthest from learning or employment. Specific objectives of the AEB include improving basic skills, increasing the number of people with technical and job specific skills, and supporting progression in work.

AEB allocation – The share of the grant awarded to a successful Bidder deliver provision eligible under the Adult Education Budget.

AEB formula-funded learning aims – Provision funded through Adult Skills Model 35 in the ILR. For more information, refer to the GLA AEB Funding Rules.

Advanced Learner Loans – Advanced Learner Loans are available for individuals aged 19 or above to undertake approved qualifications at levels 3 to level 6, at an approved provider in England. Advanced Learner Loans give individuals access to financial support for tuition costs similar to that available in Higher Education and are administered by Student Finance England. The availability of loans at level 3 for 19 to 23-year-olds does not replace an individual's legal entitlement for full funding for a first full level 3 qualification. For more information refer to <https://www.gov.uk/guidance/24-advanced-learning-loans-an-overview>.

Application – A proposal to deliver services against one or more of the priority sectors identified in this Prospectus.

Bidder – the organisation making an Application in response to this grant competition.

Digital Access for All – One of the nine missions set out under the London Recovery Programme.

Earnings Adjustment Statement (EAS) – The form providers need to fill in to claim funding that cannot be claimed through the Individualised Learner Record.

ESFA – the Education and Skills Funding Agency

Exceptional Learning Support – Learning support funding to meet the costs of putting in place a reasonable adjustment for a learner who requires more than £19,000 in a funding year.

Financial Due Diligence – The process through which the financial health of the Bidder is assessed. All awards are subject to passing the financial due diligence process.

Funding Rules – GLA AEB Gran Funding Rules which govern delivery of AEB provision.

Helping Londoners into Good Work – One of the nine missions set out under the London Recovery Programme.

Individualised learner record (ILR) – The primary data collection requested from learning providers for further education and work-based learning in England. Government uses this data to monitor policy implementation and the performance of the sector. It is also used by organisations that allocate funding for further education.

Learner support – funding that enables providers to support learners with a specific financial hardship, which might prevent them from being able to start or complete their learning.

Learning support – funding that enables providers to put in place a reasonable adjustment, set out in the *Equality Act 2010*, for learners with an identified learning difficulty and/or disability to achieve their learning goal.

Legal entitlement - The legal entitlement to education and training allows learners to be fully funded who are aged: 19 and over, who have not achieved a grade 4 (legacy grade C), or higher, and study for a qualification in English or maths up to and including level 2, and/or 19 to 23, if they study for a first qualification at level 2 and/or level 3; 19 and over, who have digital skills assessed at below level 1.

London – The area comprising the areas of the London boroughs, the City and the Temples shall constitute an administrative area to be known as Greater London.

London Fringe – The area comprising London, and its neighbouring authorities as set out in Annex 2.

London Living Wage - The London Living Wage is an hourly rate of pay, currently set at £10.85 for 2020/21. It is calculated independently to reflect the high cost of living in the capital. The rates are announced on Monday of the first week of November each year.

London Recovery Board - London's recovery is led by the London Recovery Board, chaired jointly by the Mayor of London, Sadiq Khan, and the Chair of London Councils. It brings together leaders from across London's government, business and civil society, as well as the health and education sectors, trade unions and the police, to oversee the long-term recovery effort.

London Recovery Programme - A set of nine missions to restore confidence in the city, minimise the impact on communities and build back better the city's economy and society following the impact of COVID-19.

National Skills Fund (NSF) Level 3 Adult Offer – Any adult aged 24 and over who wants to achieve their **first full *level 3 qualification***, which is equivalent to a technical certificate or diploma, or 2 full A levels, will be able to access almost 400 fully funded courses which could be found on the *list of eligible qualifications*.

NSF allocation – The share of the grant awarded to a successful Bidder deliver provision eligible under the National Skills Fund Level 3 Adult Offer.

OFSTED - The Office for Standards in Education, Children's Services and Skills inspect services providing education and skills for learners of all ages. Ofsted's role is to make sure that organisations providing education, training and care services in England do so to a high standard for children and students.

Organisation – we use the term 'organisation' to include companies, charities, bodies, colleges, universities, sole traders and other types of entity, including those who are in the same group as, or are associated with, the main provider. The term 'organisation' excludes individuals who are self-employed or supplied by an employment agency and who are working under the main provider's or employer-provider's direction and control, in the same way as an employee.

Other funding adjustments (OFA) - A factor used as part of the Individualised Learner Record (ILR) to adjust the funding claimed for GLA programmes or initiatives that are funded differently to national AEB rates.

Subcontractors – organisations that hold a contract with a GLA-funded provider to deliver part of the provision.

SEND – Learners with Special Educational Needs and Disabilities.

Annex 4 – Standard National Profile for Contracts for Services

The following table refers to P1 to P12. These represent the funding year periods where P1 is August and P12 is July.

We will use the adult skills profile for performance-management.

	P1 %	P2 %	P3 %	P4 %	P5 %	P6 %	P7 %	P8 %	P9 %	P10 %	P11 %	P12 %
Adult skills monthly profile	7.93	9.14	9.44	8.54	6.67	8.47	8.38	8.48	8.32	7.47	8.63	8.53
Adult skills cumulative profile	7.93	17.07	26.51	35.05	41.72	50.19	58.57	67.05	75.37	82.84	91.47	100
Learner support monthly profile	50.0	0.00	0.00	0.00	0.00	25.0	0.00	0.00	25.0	0.00	0.00	0.00
Learner support cumulative profile	50.0	50.0	50.0	50.0	50.0	75.0	75.0	75.0	100	100	100	100

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:

Greater London Authority
City Hall
The Queen's Walk
More London
London SE1 2AA

Telephone **020 7983 4000**
www.london.gov.uk

You will need to supply your name, your postal address and state the format and title of the publication you require.

If you would like a summary of this document in your language, please phone the number or contact us at the address above.