



Adult Education Budget Documentation Guidance

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21023	Learner Handbook	21064	External Speakers Agreement

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Document Reference: 21000

Doc Ref	Form	Why do we need it?	Hand in date	Skills South Tyneside use this form to:	Completion checklist – common errors
21000	Adult Education Budget Documentation Guidance	To ensure that providers have access to information, advice and guidance regarding the paperwork suite provided by Skills South Tyneside	To be retained by the provider for guidance	Support providers	N/A
21001	Provider Submission Form	To confirm to Skills South Tyneside which paperwork has been submitted and for which learner (s)/course	With every batch of paperwork e.g. enrolments, PLPs	Confirm data submitted by provider matches data received by Skills South Tyneside and that all documentation is compliance checked	Are the learner names listed? Is the course code completed? Are all mandatory documents included? Has the provider confirmed that the documents have been compliance checked?
21002	Course Approval	To establish/set up a new course	14 days prior to course start dates	Safeguard learners Risk assess the learning environment Timetable Quality Assurance/ OTLA monitoring visits Check compliance against contracts	Are all tutor and course details completed and correct? Including LARS and Z codes. Have you supplied copies of tutor qualifications? Have you supplied a venue risk assessment? Have you included any dates when classes won't be running? Have you included the correct code for remote or distance learning? (ZZ99 9ZZ)
21003	Course Register	To track learner attendance, withdrawals and destinations	1 st copy with enrolment forms and with progress trackers. Original to be handed in 14 days following course end date	Monitor and record attendance on programme. Monitor and record learner destinations. Calculate provider payments. Legally comply with SFA audit requirements.	Do front page details match course approval? Have all learner destination codes been recorded? Has learner actual GLH been recorded?

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21004	Short Course Personal Learning Plan	To record and monitor plan of learning, progress and achievement	Within 14 days following course end date	Monitor progress against course objectives. Record achievement/completion of course.	Have learners been involved in and agreed their targets? Have learners recorded the impact of their programme on completion? Have destination and IAG been recorded? Have you (tutor) indicated that the learner has achieved their learning goals? Is the PLP signed by both the learner and the tutor?
21005	Long Course Personal Learning Plan (Part 1)	To record and monitor an individualised plan of learning, progress and achievement	Within 14 days following course end date	Monitor learner progress against targets during OTLAs. Quality assures assessment on programme via the use of reviews and feedback. Record achievement/completion of course in accordance with SFA requirements. Record destination/impact data and inform progression. Monitor IAG referral and signposting.	Do Initial Assessment results inform the PLP? Have learners been involved in and agreed their targets? Are targets reviewed regularly by both tutor and learner, with developmental feedback? Do learners understand their progression towards targets? Have learners recorded the impact of their programme on completion? Have destination and IAG been recorded? Have all parts been signed by both the tutor and the learner? Has a maths or English need been identified? If so, has learner been signposted?
21006	Long Course Personal Learning Plan (Part 2)				
21007	Long Course Personal Learning Plan (Part 3)				
21008	Multi-Aim Personal Learning Plan (Part 1)				
21009	Multi-Aim Personal Learning Plan (Part 2)				
21010	Multi-Aim Personal Learning Plan (Part 3)				

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21011	Project Claim Form	To provide payment information prior to submission of invoice	When data is confirmed as complete	Identify payment method and amount to be invoiced for by schedule and course codes.	Are the course codes correct? Is the schedule number correct? Are the payment details up to date?
21012	Early Withdrawal into Employment Form	To record a learner who has left accredited provision early to go into employment	As soon as possible on identification of a change	Evidence progression into employment. Evidence towards achievement payment.	Non-completion, therefore, provider unable to claim 10% achievement.
21013	Adult Education Budget Enrolment Form	To enrol learners onto a course and ensure compliance	Within 14 days of course start date	Evidence learners' existence and eligibility - SFA funding compliance. Ensure target learners are being engaged in learning	Have you included full address including postcode? Have you filled in national insurance number? Has the provider and the learner signed the form? Have you checked learners' benefit evidence for those claiming a free course? And signed to show that benefits have been seen? Have you completed 'length of time at addresses'?
21014	Provider Staff Details Form	To ensure the appropriate details are held by all staff involved in Skills South Tyneside contract delivery	During contract clarification and where appropriate throughout the academic year	Ensure any staff member working on Skills South Tyneside contracts are appropriately qualified and experienced in their role. Provide an overview of duties and confirm GDPR opt in for communications.	Does the form hold all relevant qualifications and experience? Has this been counter signed by a line manager?
21015	Course Amendment Form	To inform Skills South Tyneside of any change to the course details	As soon as possible on identification of a change	Ensure all course information is accurate in accordance with SFA requirements.	Do changes affect the GLH of the provision?



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21016	Additional Learner Support Request	For learners to request additional support where appropriate	Within 7 days of a support need being identified	Evaluate the evidence provided in order to allocate learner support funding. Evidence use of learner support funding.	How has the need been identified? Has all of the evidence e.g. Initial Assessment been provided?
21017	Non-Accredited Certificate of Completion	To demonstrate achievement of the course or qualification	14 days following course end date	Confirm achievement of non-accredited learners where the qualification is not certificated through an awarding body. It is not mandatory for providers to use Skills South Tyneside template, but should be used where the provider does not use their own internal certificate.	Do the dates reflect the information included on the enrolment and PLP? Does the name reflect the information included on the enrolment and PLP?
21018	Tutor Evaluation	To find out if a tutor would change anything about a course or do anything differently	14 days following course end date	Inform improvements to service and provider delivery.	Please ensure that you complete and return to the Skills South Tyneside
21019	Learner Voice	To gain anonymous feedback from learners	Set points throughout the academic year	Inform self-assessment and business improvement planning	Details of the provider of the course not provided.
21020	VARK Questionnaire	To identify the learning style of their learners	Not required to be submitted	Evidence that providers are accommodating the varying needs of the learners and offering a tailored and individualised programme of learning.	Have the results of a VARK questionnaire been recorded in the personal learning plan where applicable?
21021	Additional Learner Support Feedback	To get learner feedback on any additional learner support they have received	Included in the final evidence submitted to the Learner Support Officer	Evaluate the effectiveness of the learner support on the learning outcome. Inform improvements to service delivery.	Have all learners who have received learner support completed this form?

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21022	Learner Amendment Form	To inform Skills South Tyneside of any change to learner details	As soon as possible on identification of a change	Ensure all learner information is accurate in accordance with SFA requirements.	Is the learner withdrawing from learning, if so, why? Is the learner transferring to another course? If it is withdrawal into employment, ensure that 21012 Error! Reference source not found. al into Employment Form is used)
21023	Learner Handbook	To inform learners	Not to be submitted- learners to retain a copy	Provide key information for learners including funding information and points of referral.	Have all learners received a learner handbook, as this is a mandatory requirement for all learners accessing Skills South Tyneside provision.
21024	Directory of Services	To inform learners and staff	Not required to be submitted	Provide contact details and appropriate points of contact to support learners and staff	Have any referrals of points of contacts offered to the learner been recorded in the personal learning plan?
21025	Scheme of Work (SOW) Template	To define the structure and content of a course	To be submitted during contract clarification for all courses commissioned. Skills South Tyneside will ask to see the SOW at quality reviews and OTLAs	Check compliance against contracts Ensure a quality learning programme for learners Monitor course and learner progression	Does the SOW promote personalisation, equality & diversity and safeguarding? Are opportunities for the promotion and embedding of maths and English skills planned into the SOW? Are assessment techniques and opportunities for self-directed learning planned? Does the SOW show logical building of skills & knowledge?



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21026	Learner Work Product Review Template	To record provider performance and compliance against quality assurance measures	Completed by Skills South Tyneside Quality Team throughout the academic year	Offer feedback and grading in relation to information provided during commissioning, via self-assessment, through quality assurance activities throughout the academic year.	Has all documentation been reviewed? Have any actions been added to the provider action plan?
21027	Lesson Plan Template	To show how the tutor plans to deliver teaching and learning, mapped against the scheme of work.	Lesson plans do not need to be submitted to your ESO, but will be reviewed by the Quality Assurance team throughout the academic year	Ensure a quality learning programme for learners Assess course and learner progression linked to SOW and PLPs Evidence personalised approach to teaching and learning	Does the lesson plan account for personalisation, equality & diversity and safeguarding? Are opportunities for the promotion and embedding of maths and English skills planned? Are assessment techniques and opportunities for extended and self-directed learning planned? Is there demonstration of logical building on skills as well as knowledge?
21028	5 Minute Lesson Plan Template				

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21029	Group Profile	To present an overview of learners in a group, detailing individual learning styles, ability and need.	14 days following course end date	Monitor personalisation on programme and identification of additional learner support needs during programme for learners. Ensure a quality learning programme for learners.	Are LLDD details consistent with enrolment forms? Are initial assessment results consistent? Are barriers to learning consistent with Personal Learning Plans? Does planning reflect individual needs of learners within the group?
21030	Learner Timesheet	To record attendance and hours for learners on Functional Skills provision	Weekly whilst on programme	To record and monitor attendance for learner Study Programme, Traineeships and Functional Skills to ensure GLH is met, and bursary payment compliance	Are all course details entered? Have authorised absence activities been entered? Are attendance hours tallied correctly? Has this been submitted weekly for the learners?
21031	Learner Induction Presentation	To ensure learners are provided with the appropriate information in relation their course.	N/A	Ensure learners are aware of who is funding the programme, key points of contact, support available to them and progression opportunities	N/A
21032	Venue Risk Assessment	To keep learners safe in and around the venue where learning is taking place	14 days prior to course start dates	Ensure that learner safety is prioritised. Legally comply with Health & Safety procedures.	Has a venue risk assessment been completed by the provider within the academic year? All sections completed and there is no risk to the learner or tutor during the course.

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21033	Tutor Risk Assessment	To keep learners safe by identifying and minimising risk in the learning environment	14 days following course end date	Assess that learner safety is prioritised. Ensure necessary risks are minimised. Legally comply with Health & Safety procedures.	The tutor risk assessment is a LIVE document - have any changes to the environment or activity been recorded and risks identified?
21034	Employer/Work Placement Health and Safety Declaration	Ensure the safety and welfare of learners.	As required.	To ensure that employers: <ul style="list-style-type: none"> • Have Employer/Public Liability Insurance in place • Have appropriate Health and Safety regulations Understand their responsibilities	Not signed or dated. Incomplete information.
21035	Accident Reporting Form (AR3)	To report any accident occurring within the learning environment	As soon as possible once an accident has been reported	To comply with accident reporting legislation including RIDDOR.	Have you recorded names and addresses of 2 witnesses?
21036	Near Miss Form	To report a near miss within the learning environment	As soon as possible once the near miss has been reported	To comply with accident reporting legislation including RIDDOR.	Have you completed the rating? Have you completed date Employee advised of action taken?
21037	Violence Report Form	To report a threat of violence within the learning environment	As soon as possible once the threat of violence has been reported	To comply with accident reporting legislation including RIDDOR.	If the incident/injury/damage was reportable under RIDDOR has the name and date of the person who reported it been recorded? Have dates and times been recorded accurately?
21038	GDPR Data Breach Form	To record information if there has been a data breach	As required.	Record information and where necessary send the information to the Information Commissioner's Office	Have all sections been completed?

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21039	GDPR Subject Access Request	Provide information to a subject who has requested it	As required.	Facilitate a subject receiving a copy of any data/information that is held about them or authorise somebody else to act on their behalf.	Have all sections been completed? Has proof of identity been included? Is the document signed?
21056	Provider Self-Assessment Template	To inform overall self-assessment grades for the service and the provider	Typically Oct-Nov, specific to each provider	Support providers to accurately grade themselves in relation to their performance throughout the academic year and inform overall self-assessment grades and business improvement planning.	Are statements factual and not opinion based? Is there backing evidence to support the grade awarded.
21057	Quality Review Template	To record provider performance and compliance against quality assurance measures	Completed by Skills South Tyneside Quality Team throughout the academic year	Offer feedback and grading in relation to information provided during commissioning, via self-assessment, through quality assurance activities throughout the academic year.	Has all documentation been reviewed? Have any actions been added to the provider action plan?
21058	Lesson Observation (OTLA) Template	To record provider performance and compliance against quality assurance measures	Completed by Skills South Tyneside Quality Team throughout the academic year	Offer feedback and grading in relation to observation of planning and learning, and a review of paperwork and planning documentation	Has feedback been offered by both the observer and the tutor? Have the actions been added to the provider action plan?
21059	Designated Safeguarding Lead Declaration	To ensure that key communication and training is offered to the most appropriate person within an organisation	As required.	Ensure open communication channels are in place for partners across the supply chain	Details incomplete No training details entered



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21060	Safeguarding Incident/Concerns Form	To inform Skills South Tyneside of any safeguarding concerns following a disclosure of information or identification of a safeguarding issue	As soon as possible after a concern has been identified	Ensure learners are safeguarded appropriately and a record kept of actions taken when and by whom.	Have you recorded all elements of the concern? Have you notified the Safeguarding Lead? Have you had any follow ups about the incident and recorded it?
21062	External Speakers Staff Checklist	To ensure external speakers are appropriate when given access to sessions provided by Skills South Tyneside	N/A- This is a template only	To record the checks undertaken by a provider when inviting an external speaker ion behalf of Skills South Tyneside	N/A- This is a template only
21063	External Speakers Approval	To ensure external speakers are appropriate when given access to sessions provided by Skills South Tyneside	N/A- This is a template only	To record the checks undertaken by a provider when inviting an external speaker ion behalf of Skills South Tyneside	N/A- This is a template only
21064	External Speakers Agreement	To ensure external speakers are appropriate when given access to sessions provided by Skills South Tyneside	N/A- This is a template only	To record the checks undertaken by a provider when inviting an external speaker ion behalf of Skills South Tyneside	N/A- This is a template only