**Adult Education Budget Course Code Request**

This form must be completed and submitted along with supporting documents at least **14** days prior to the course start date.

All boxes must be **fully** completed on the first page otherwise the form will be returned as incomplete. You will be notified with a code when the course has been approved, this code should be used on all paperwork relating to the course.

**Delivery of your course without notification will be entirely at your own risk.**

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| **Course Details** |
| **Provider Name** |   | **Date submitted**  |   |
| **Learning Aim Title** |   | **Schedule No.** |   |
| **LARS Qual/Aim Codes or Z Code** |   |
| **Course Title**  |   |
| **Delivery Method** | Tutor Led Classroom [ ]  | Tutor Led Online [ ]  | Combination [ ]  |
| **Target Audience**  |   |
| **Intended Destination (Learner majority)**  | Employment Related [ ]  | Educational Related [ ]  |
| **Venue**  |   | **Venue Post Code** |   |
| **If any element of delivery is face to face (classroom) you must enter the venue postcode. If no element of delivery is face to face, (classroom) postcode used is: ZZ99 9ZZ** |
| **Timetable Details** |
| **Start Date** |   | **End Date** |   |
| **Planned GLH** |   | **Minimum Ofqual GLH** |   |
| **Days the course is being delivered****Please state time (HH/MM)** | Mon [ ]  | **Start Time**  | **End Time**  |
| Tue [ ]  | **Start Time**  | **End Time**  |
| Weds [ ]  | **Start Time**  | **End Time**  |
| Thurs [ ]  | **Start Time**  | **End Time**  |
| Fri [ ]  | **Start Time**  | **End Time**  |
| Sat [ ]   | **Start Time**  | **End Time**  |
| Sun [ ]   | **Start Time**  | **End Time**  |
| **Please use this box to list any dates when sessions will NOT be running (DD/MM/YY):** **If delivery is a mix of classroom and online, please identify which dates are online (DD/MM/YY):**  |
| **Tutor Details** |
| **Tutor First Name** |   | **Tutor Last Name** |   |
| **Classroom Support Name** |  | **All supporting documents submitted?** | **Yes** [x]  **No** [ ]  |

**If any of the course details change, it is essential that South Tyneside Works are informed via a Course Amendment Form. If it is an unexpected change e.g. tutor sickness the office must be phoned immediately as well as submitting the form.**