



Adult Education Budget Course Approval

- 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.

Course Details							
Provider Name			Date submitted to Skills South Tyneside				
Learning Aim Title			Schedule No.				
LARS Qual/Aim Codes or Z Code							
Course Title							
Is this course a sector based work academy?	Yes ☐ No ☐						
Delivery Method, (tick all that apply)	Online ☐		Remote ☐		Classroom		
Who is the Target Audience for the course?							
Intended Course Destination for the Majority of Learners	Employment Related		Educational Progression		Other (please state):		
Venue (If classroom delivery)			Venue Post Code				
Venue Risk Assessment Attached?	Yes ☐ No ☐		Venue Risk Assessment already submitted?		Yes ☐ No ☐		
Timetable Details							
Start Date			End Date				
Start Time			End Time				
Planned GLH			Minimum Ofqual GLH				
Is this roll on, roll off?	Yes	No					
Days the course is being delivered	Mon ☐	Tue ☐	Weds ☐	Thurs ☐	Fri ☐	Sat ☐	Sun ☐
Please use this box <u>only</u> to list any dates when sessions will NOT be running:							
Tutor Details							
Tutor First Name			Tutor Last Name				
DBS already submitted?	Yes ☐ No ☐		Classroom Support Name (if applicable)				
Tutor qualifications attached?	Yes ☐ No ☐		Tutor qualifications already submitted?		Yes ☐ No ☐		

If any of the course details change, it is essential that Skills South Tyneside 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.

For Office Use Only

Skills South Tyneside Officer			
Venue Risk Assessment Signed & dated within the last year?	Yes No	Comments/Actions:	Skills South Tyneside Initial
DBS Dated within 3 years?	Yes No	Comments/Actions:	Skills South Tyneside Initial
Teaching Qualification Copy of certificates received?	Yes No	Comments/Actions:	Skills South Tyneside Initial
Subject Specialist Qualification Copy of certificates received?	Yes No	Comments/Actions:	Skills South Tyneside Initial
English and Maths Qualification Copy of certificates received?	Yes No	Comments/Actions:	Skills South Tyneside Initial
SOW Received?	Yes No	Comments/Actions:	Skills South Tyneside Initial
Notes:			