

## Learner Eligibility Document 2025-26

I declare that I have seen evidence to satisfy me that the learner is entitled to public funding.

Evidence produced:

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Signed (Tutor): \_\_\_\_\_

Date: \_\_\_\_\_

When enrolling learners, staff are required to check their eligibility for public funding. Tutors are to check learner documents in the class where learners have enrolled through Webenrol.

Paper enrolment forms without this section completed should not be submitted to the central office as they cannot be processed.

The full version of the Greater London Authority funding and performance management rules can be found at <https://www.london.gov.uk/programmes-strategies/jobs-and-skills/training-providers-teaching-skills/adult-skills-fund/information-adult-skills-fund-providers>

### 1. Who is eligible?

- **Age:**
  - On the first day of learning a learner must be aged 19 or older on 31 August within the 2025 to 2026 funding year
- **Residence:**
  - learners must be ordinarily resident in London on the first day of learning
  - in limited circumstances we may accept learners who live outside of London as long as they are ordinarily resident in the United Kingdom and do not live in a devolved authority
- **Asylum seekers are eligible for funding if:**
  - they have lived in the UK for six months or longer while their claim is being considered by the Home Office, and no decision on their claim has been made
  - they are in the care of the local authority and receiving local authority support

## **Learner Eligibility Document 2025-26**

### **2. Evidence of eligibility:**

- Passports
- Letter from Immigration Services
- Home Office issued id card showing resident status
- UK citizens without a passport:
  - Driving licence
  - Birth certificate

### **Adult Skills Fund formula funded courses (excluding Essential Digital Skills, Maths, English, or Level 2 and 3 legal entitlement qualifications)**

In order to claim full funding for the learner we will require:

- Proof of income such as a wage slip if the learner is employed and earning less than the London Living Wage
- If the learner is unemployed, at least one of the following:
  - Proof of benefits, if they are claiming benefits
  - A commitment that they want to be employed
  - A commitment that they are seeking exceptional support with social integration as part of their course

### **3. Ineligible learners**

- those who are here without authority or lawful status;
- those who are resident in the United Kingdom on a student visa;
- those who are in the United Kingdom on holiday, with or without a visa;
- those who are in the UK on a sponsorship visa, including skilled worker visas and seasonal worker visas;
- those whose biometric residence permit or residence permit imposes a study prohibition or restriction on the individual

**Programme Manager's discretion:** If you have recruited your target number of learners or have 1 or 2 spaces that are unlikely to be filled and an individual ineligible for funding meets our priority learner profile, you can choose to accept them into the group. These learners will not count towards your learner targets. If it is decided to enrol a learner

## **Learner Eligibility Document 2025-26**

ineligible for funding, Head of Service, Deputy Head of Service and MIS Managers are to be emailed.

Priority must be given to funded learners and the inclusion of ineligible learners must not adversely affect their learning. Ineligible learners will still be required to complete an enrolment form and entered on the register for Health and Safety purposes. You will need to clearly note in the comments section of the register that the learner is ineligible for funding and why you have accepted them into the group.

### **4. British Overseas Territories**

- Anguilla
- Bermuda
- British Antarctic Territory
- British Indian Ocean Territory
- British Virgin Islands
- Cayman Islands
- Falkland Islands
- Gibraltar
- Montserrat
- Pitcairn, Henderson Island, Ducie and Oeno Islands
- South Georgia and the South Sandwich Isles
- St Helena and its dependencies (Ascension and Tristan da Cunha)
- Turks and Caicos Islands

**EEA** - The EEA comprises of the following countries:

- All Member States of the European Union
- With respect to EEA nationality, note that any Cypriot national living on any part of the island qualifies for EU residency and is considered an EU national.
  - Iceland
  - Lichtenstein
  - Norway

## Learner Eligibility Document 2025-26

Although Switzerland is not part of the formally recognised EEA, its nationals are eligible under various international treaties signed by the UK and Swiss governments.

The table below lists territories that are categorised as being within the EU and or territories that are categorised as being part of the listed countries such that they satisfy our residency requirements for the purposes of the ASF funding rules.

### Territories categorised as being within the EU:

Denmark	<p>The following is part of Denmark:</p> <ul style="list-style-type: none"><li>• Greenland</li><li>• Faroe Islands</li></ul>
Finland	<p>The following is part of Finland and the EU:</p> <ul style="list-style-type: none"><li>• Aland islands</li></ul>
France	<p>The following is part of France and the EU:</p> <ul style="list-style-type: none"><li>• the French Overseas Department (DOMS) (Guadeloupe, Martinique, French Guiana (Guyana), Reunion and Saint-Pierre et Miquelon)</li></ul> <p>The following is part of France:</p> <ul style="list-style-type: none"><li>• New Caledonia and its dependencies French Polynesia</li><li>• Saint Barthélemy</li></ul>
Germany	<p>The following is part of Germany and the EU:</p> <ul style="list-style-type: none"><li>• Tax-free port of Heligoland</li></ul>
Netherlands	<p>The following is part of the Netherlands:</p> <ul style="list-style-type: none"><li>• Antilles (Bonaire, Curacao, Saba, St Eustatius and St Maarten)</li><li>• Aruba</li></ul>
Portugal	<p>The following is part of Portugal and the EU:</p> <ul style="list-style-type: none"><li>• Madeira</li><li>• The Azores</li></ul>
Spain	<p>The following is part of Spain and the EU:</p>

## Learner Eligibility Document 2025-26

	<ul style="list-style-type: none"><li>• the Balearic Islands,</li><li>• the Canary Islands,</li><li>• Ceuta</li><li>• Melilla</li></ul>
To note: Andorra, Macau, Monaco, San Marino and the Vatican are not part of the EU or the EEA	