APPRENTICESHIP WORKFORCE DEVELOPMENT PROGRAMME

Additional Learning Support (ALS) Support Process Guide

Activate Apprenticeships Practitioner Improvement Project

OCTOBER 2023
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Enrolment and Initial Assessment – Welcome and Success Team

- Learner states Education, Health Care Plan (EHCP) / Additional Learning Needs (ALN) self-declaration on application.
- Enrolment Coordinator completes the Initial Assessments (Century/BKSB) with Learner and passes on to Performance Coach (PC) for Pre-Induction Interview

Pre-Induction Interview and Writing Task – Performance Coach

- PC completes robust Pre-Induction Interview and administers Handwritten Assignment
- PC returns this to Enrolment Coordinator who forwards to Group Learning Support (GLS) for decision on ALS
A quick guide to the ALS process and claiming ALS funding

• Enrolment Coordinator completes remaining Enrolment Paperwork and informs PC once completed

Diagnosis – GLS SENCO

• GLS SENCO makes decision on support and ALS funding and communicates outcome to the PC

Creating the Support Plan – Performance Coach

• PC schedules Induction and extra time to complete Learning Support Plan with Learner on Promonitor

Delivering the Support – Performance Coach to deliver or facilitate

• PC then delivers support or arranges for Specialist GLS FS tutors to give the support as needed.
• PC records support given on Promonitor and Excel spreadsheet
• If Learner completes the aim for which ALS Funding is being claimed then PC must inform GLS that the ALS requirement has been met and that funding is no longer required.

Monthly Learning Review

• PC to conduct Monthly Learning Review using form on Promonitor – Learner must consent to ongoing support and funding claim – no review or consent in any month means funding stops or will be clawed back.

Funding Claim procedures

• PC logs support on Promonitor and completes Monthly Learning Review
• PC logs hours of support given on Excel spreadsheet.
• GLS Administrator uses this data to populate Espirals claim form for ALS funding.
Funding is paid by ESFA and divided between GLS and Apprenticeships Team.

Examination Access

- Evidence of ALS Diagnostics, Learning Support Plan and ongoing support is required to evidence any Reasonable Adjustments in Exams – such as extra breaks, or Entitled Exam Access arrangements such as a scribe, reader, or extra time. GLS will advise the PC as to whether sufficient evidence is in place for Exam Access arrangements to be agreed upon.
- PC books the exam with Awarding Body using evidence provided from GLS as needed.

Prepare for EPA

- Evidence of ALS Diagnostics, Learning Support Plan and ongoing support is required to evidence any Reasonable Adjustments with End Point Assessing Organisation. PC to liaise with GLS for guidance on a case-by-case basis.
- PC books / informs Welcome and Success of agreed EPA Access arrangements and communicates these to Learner / Employer.
- PC informs GLS once Learner enters Gateway to cease claiming funding monthly – PC conducts final Learning Review on Promonitor.

Completion of Learning

- Once EPAO notifies PC of successful completion then PC must notify GLS to ensure the ALS Funding Claim is closed down.
- Don’t forget – ALN Funding is not available for learners that are PPED.

Process Summary

- Learner states EHCP or self-assessed ALN declaration on Application
• Welcome and Success Team complete the IA’s and pass to PC for Pre-Induction Interview

• PC completes Pre-Induction interview, gathers details of ALN and learner completes handwritten writing exercise.

• ALN evidence is passed to Learning Support where a qualified SENCO makes the funding decision – Group Learning Support team complete first £150 ALS claim for the diagnostic process.

• Enrolment Coordinator completes Enrolment and passes the Learner to the PC to book Induction.

• PC completes Induction visit and completes the Learning Support Plan on ProMonitor

• PC can book FS 121 ALS support through Group Learning Support Team where Learner is unable to use Lifeskills or individual support from the PC to complete their FS.

• Monthly PC gives support as required, noting the additional hours of ALS as opposed to a visit without ALS – this is needed to make the claim.

• Monthly PC completes Learning Support ‘Review’ and agrees support is ongoing with Learner.

• Monthly PC completes recording of ALS provided on ProMonitor using new form – this can be also added to the ALS tab on SA

• Monthly PC logs the hours of ALS given on the Excel Spreadsheet for the Group Learning Support Team to claim on Espirals
A quick guide to the ALS process and claiming ALS funding

- FS Exams - Exam Access Arrangements can be arranged through Group Learning Support Team, could include extra breaks, additional time, different format of test papers, a Scribe or Reader as required.

- When ALS is no longer required – due to completion of the Learning Aim that needed support (FS) or completion of the Apprenticeship Gateway – PC notifies the Group Learning Support Team who will close down the funding.

- Gateway – PC and Group Learning Support work together to ensure any Reasonable Adjustments are made known to the EPAO and evidence required is available.

Funding Route Map
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PROMONITOR INSTRUCTIONS – SharePoint – Our Systems - Promonitor

Create a Tutor Group

Code and Title should be the same – ALS Learners ‘Your Name’

Search and Add Learners

Search select and then Add Selected Students To amend once created use the Student Maintenance option.
Complete Additional Learning Support Action Plan

Click on Student Name to access their Promonitor file

Create and Save the Support Plan then re-enter and complete the details – use Step-In Intervention to record support given at each visit – can be accessed here and on Transition Support Meeting and Support Review options.
Create and Complete Learner Transition Review and Tick Learner read and accepts for each Support Visit

Use ‘Step in Interventions’ to detail specific support given at each meeting, what is working and what needs to be changed – set support targets for next visit
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<table>
<thead>
<tr>
<th>Primary measure</th>
<th>Secondary measure</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Education Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Key Actions and Contact Details</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SMART Targets**

SMART: Specific, Measurable, Achievable, Relevant and Time-based.

- **Add new**

Any record with a due date in the past and a status of either "To be Reviewed" or " Reviewed" will have the status highlighted as overdue.

**Comments**

- Comments resulting from this meeting

- **Add new**

- **No Records**

**Linked Documents**

- **Add new**
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Complete ‘Support Review’ – 1 per Term – do in addition to Formal Reviews

Complete Spreadsheet – use Team 1 Tab

All fields must be completed except the final one – which GLS will complete once they have added the Support Session to the ESPIRALS System for ALS Claim
A quick guide to the ALS process and claiming ALS funding

<table>
<thead>
<tr>
<th>Staff name</th>
<th>Date (dd/mm/yyyy)</th>
<th>Start time</th>
<th>Apprentice number</th>
<th>Apprentice name and surname</th>
<th>Does Apprentice have an EQFD?</th>
<th>Session length (minutes)</th>
<th>Ratio</th>
<th>Support type</th>
<th>On short/ALST?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rebecca Bradley</td>
<td>15/09/2023</td>
<td>09:30:00</td>
<td>999999991</td>
<td>Martin Cooper</td>
<td>No</td>
<td>320</td>
<td>1:1</td>
<td>In person - at workplace</td>
<td></td>
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<tr>
<td>James Smith</td>
<td>20/09/2023</td>
<td>10:00:00</td>
<td>999999993</td>
<td>Mark Cooper</td>
<td>No</td>
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<td>1:1</td>
<td>In person - on campus</td>
<td></td>
</tr>
<tr>
<td>James Smith</td>
<td>20/09/2023</td>
<td>10:00:00</td>
<td>999999993</td>
<td>Sonia Thomas</td>
<td>Yes</td>
<td>60</td>
<td>1:1</td>
<td>In person - on campus</td>
<td></td>
</tr>
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<td>11:15:00</td>
<td>999999993</td>
<td>Ahmed Khan</td>
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<td>30</td>
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</tr>
<tr>
<td>James Smith</td>
<td>20/09/2023</td>
<td>11:15:00</td>
<td>999999993</td>
<td>Sonia Thomas</td>
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<td>30</td>
<td>1:1</td>
<td>In person - on campus</td>
<td></td>
</tr>
</tbody>
</table>

Please delete samples above when start to record.