

# Apprenticeship Workforce Development Programme

**Practitioner Improvement Project**

Activate Apprenticeship

October 2023

DELIVERED BY



FUNDED BY



Department  
for Education

# ALS - Recording Process and Claim Procedures



# ALS - Recording Process and Claim Procedures

## Session Ground Rules

All opinions and experiences are valid

You get out of it what you put in

Safe space - anything said will not go any further - although is being recorded for future use

Shout out or use chat when questions asked - whichever works for you - 1 volunteer to verbalise any chat questions

Opportunity to share your experiences and best practices

Explore how you currently work

Explore what you could change to make your working life easier

Learning Philosophy - Emotions - Motivation - Brain



# ALS - Process and Procedures

In this Training Session, we will cover the Funding Regulations and the Claims Process and what you need to do for us to claim the ALS Funding to which we are entitled.

This is not an extra admin burden that we are implementing, instead it is what we should have been doing from day 1.

COMPLIANCE WITH THE ALS FUNDING PROCESS IS NOT OPTIONAL, FAILURE TO FOLLOW THE PROCESS WILL RESULT IN LOST INCOME

Faculty Managers will be conducting Audits and during the Trial there will be 100% Audit by Suzanne



# ALS Funding - ESFA Guidelines

To meet ESFA guidelines for funding we must -

- Carry out an assessment to identify what support the apprentice needs;
- Deliver support and review the apprentice's progress/continuing needs;
- Record and gather appropriate evidence to show that support has been given and relevant outcomes are recorded;
- Report in the ILR that the apprentice has a learning support need and what that support need is.



# ALS Assessment

We have to evidence the Initial Assessment and the assessment decision; this is a combination of the following -

1. Apprenticeship Application declaration of ALN / EHCP Notification
2. FS Initial Assessments - set up by Welcome and Success Team
3. FS Handwritten writing exercise - Completed at Pre-Induction Interview
4. Pre-Induction Interview - explore the requirements of the Individual

This is then passed on by the Enrolment Coordinator to the Group Learning Support Team for a SENCO to make the decision as to what support should be needed and whether we can claim the ALS Funding.

Once that decision is made and the enrolment is completed then the Performance Coach must complete the ALS Support Plan at Induction.

**Diane Wilson - EHCP**  
**Sian Robins - ALN**



# ALS Support Plan

At the Induction meeting the Performance Coach must complete the ALS Support Plan on Promonitor - much of this can be completed in advance, and where the Learner has an EHCP it should be completed by GLS.

The ALS Support Plan details the reasons for the ALS Support, the required adjustments and the planned support

Once completed this can be 'printed' and added to the ALS tab on Smart Assessor for easy access for yourself - good practice to review the ALS needs before each visit.

It can also be amended as the Learning Support evolves for the Learner.

promonitor My Information My Progress Support Needs Meetings & Comments (Notes) Miscellaneous Custom Pages

## Support Plan

Standard (21041223)

### Overview of support needs

Support providers: choose from; Learning Support, Student Support, Learning Support and Student Support, Autism Centre, Faculty Support or APC (Approved Person for Care)

apc

Named Support Lead  Additional Support Person

Support at secondary school / previous college / in the past

Has been reviewed for current academic year  Review date

Support Plan Reviewed by

Increased needs

High Needs funding agreed

Looked After Child / Care Leaver / Young Carer

### Support Needs

select one or more

Safeguarding	<input type="checkbox"/>	Behaviour and Attendance	<input type="checkbox"/>
Cognitive and/or learning need	<input checked="" type="checkbox"/>	Communication and Interaction	<input type="checkbox"/>
Previous exam arrangements	<input type="checkbox"/>	Mental Health condition	<input type="checkbox"/>

# ALS Support Delivery & Monthly Learning Support Reviews

Once you have your Learning Support Plan in place then you need to deliver on it - and record that you are doing so. We need to know what support above and beyond the normal support you would give to a non-ALS learner is being provided.

This could be extra time on visits, extra 121 tuition or individual FS Tuition from a GLS Specialist, it could be extra visits, alternative methods of KSB Evidence gathering - which carry a time cost to you - or any combination of the above.

Support given needs to be logged on PROMONITOR as Step In Interventions on the Transition Support Visit option - Learner tick box must be ticked!

Evidence can ALSO be added to Smart Assessor in the ALS/ALN Tab, but it also needs to be added to the ALS Excel spreadsheet for the monthly claim to be made - this will be 100% compliance audited.

You also need to have a monthly ALS Review with the Learner, confirming whether what you are doing is working, whether anything needs to be changed and that the Learner is happy for the ALS Claim to continue - this needs to be completed on the ProMonitor Learner Support Review form.



# PROMONITOR - ALS Support Plan / ALS Support / Monthly ALS Support Review

**Promonitor - Share Point - Our Systems - Promonitor**

**Set up Learner Groups - Name it - Add ALS Learners via Search**

**ALS Support Plan - Prefill as much as you can and complete on Induction**

**ALS Support Given**

**Monthly ALS Support Review**

**ALS Excel Spreadsheet for Espirals data**



# PROMONITOR - ALS Support Plan / ALS Support / Monthly ALS Support Review

## Promonitor - Share Point - Our Systems - Promonitor

promonitor My Tutor Groups

Add Controls Reset

**Assessments** Filter Close

There are no relevant Assessments for the chosen Academic Year.

**My Targets** Filter Close

**Oliver Akers** 15/12/2023  
complete first 2 modules using dvr instead of written format

Achieved Not Achieved Review Overdue Unachievable

**Links** Close

ALL HOW TO GUIDES  
HOW TO...RAG Rate and record interventions  
HOW TO...Tutor Group set up including Study Programme Owners  
Group Profile report (VPN connection required if working offsite)

**My Diary** Close

< September 2023 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

**At Risk Students** Filter Close

Select an At Risk Status using the filter menu to view at risk students

**My College Structure** Filter Close

There are no college structure elements returned using the current filter. Your user might not have been assigned to any college structure elements

**Meetings** Filter Close

There are no Meetings

Red: Overdue  
Orange: Cancelled  
Green: Completed  
★: Pinned Meeting

**Notice Board** Filter Close

Need help or further support with ProMonitor? please do not hesitate to contact your Quality Assurance Co-ordinator:  
Julie Henesy - Surrey  
Bryony Lumsdale - Oxfordshire  
Papiha Whitehouse & Michele Wright - Berkshire  
[Click here for further contact details](#)  
RAG Rating is back for 22/23

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# PROMONITOR - ALS Support Plan / ALS Support / Monthly ALS Support Review

## Promonitor - create new tutor group

The screenshot shows the Promonitor web application interface. At the top left, the 'promonitor' logo is visible. Below it, a 'My Tutor Groups' dropdown menu is open, showing three options: 'ALS LEARNER SUZANNE (ALS LEARNER SUZANNE)', 'Training Apprenticeships (Apprenticeship Training files)', and 'Create New Tutor Group', which is circled in red. The main content area is divided into several sections:

- Add Controls**: A button to add filters or controls.
- Assessments**: A section with a filter icon and a close icon. It contains the text: 'There are no relevant Assessments for the chosen Academic Year.'
- My Targets**: A section with a filter icon and a close icon. It displays 'Oliver Akers' with a date '15/12/2023' and the text 'complete first 2 modules using dvr instead of written format'. Below this are four status categories: 'Achieved', 'Not Achieved', 'Review Overdue', and 'Unachievable'.
- Links**: A section with a close icon. It contains three links: 'ALL HOW TO GUIDES', 'HOW TO...RAG Rate and record interventions', and 'HOW TO...Tutor Group set up including Study Programme Owners Group Profile report (VPN connection required if working offsite)'. The third link is highlighted.
- My Diary**: A section with a close icon. It shows a calendar for 'September 2023' with a table of dates and numbers.
- At Risk Students**: A section with a filter icon and a close icon. It contains the text: 'Select an At Risk Status using the filter menu to view at risk students'.
- My College Structure**: A section with a filter icon and a close icon. It contains the text: 'There are no college structure elements returned using the current filter. Your user might not have been assigned to any college structure elements'.
- Meetings**: A section with a filter icon and a close icon. It contains the text: 'There are no Meetings'. Below this is a legend: 'Red: Overdue', 'Orange: Cancelled', 'Green: Completed', and 'Pinned Meeting'.
- Notice Board**: A section with a filter icon and a close icon. It contains a message: 'Need help or further support with ProMonitor? please do not hesitate to contact your Quality Assurance Co-ordinator: Julie Henesy - Surrey, Bryony Lumsdale - Oxfordshire, Papiha Whitehouse & Michele Wright - Berkshire. Click here for further contact details'.

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# PROMONITOR - ALS Support Plan / ALS Support / Monthly ALS Support Review

Promonitor - Name and code the same - ALS YY/YY Your Name

promonitor Tutor Group ▾ Progress Reviews & other reports ▾ Maintenance ▾

## Create a Tutor Group

A Tutor Group is a grouping of students irrespective of their programme of study.  
Tutor Groups are primarily used for (but not limited to) pastoral groups, groups for non teaching staff and extra curricular activities.

Code:

Title:

Is Protected:  (If ticked, the Importer will not add or remove students from this group.)

Is Hidden On ILP:  (If ticked, this group will not be displayed on the Student ILP)

# PROMONITOR - ALS Support Plan / ALS Support / Monthly ALS Support Review

Promonitor - Click 'Add Students' via either link

**promonitor** Tutor Group ▾ Progress Reviews & other reports ▾ Maintenance ▾ 🔍 Search

## Details

### ALS LEARNERS 2023/24 YOUR NAME (ALS LEARNERS 2023/24 YOUR NAME)

Name: ALS LEARNERS 2023/24 YOUR NAME (ALS LEARNERS 2023/24 YOUR NAME)  
Tutor(s): Suzanne Read

[Remove me as a tutor](#)

This Tutor Group is flagged as 'Protected'  
This Tutor Group is flagged as hidden on the ILP


Student Ref	Name	Date of Birth	Gender
No Records			

There are no students in this group. To add students [click here](#)

[Go to Student Maintenance page](#)  
[Go to Tutor Maintenance page](#)

### Links

- [How to set Study Programme Owner](#)
- [Power App for confirming Progression](#)
- [Link to Progression Guidance](#)



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# PROMONITOR - ALS Support Plan / ALS Support / Monthly ALS Support Review

Promonitor - search via surname / Learner number then tick to select, scroll down and click Add

promonitor Tutor Group ▾ Progress Reviews & other reports ▾ Maintenance ▾ Q

## Students

ALS LEARNERS 2023/24 YOUR NAME (ALS LEARNERS 2023/24 YOUR NAME)

Use the Search Students filter to search for Students.  
Enter part or all of the surname to find a student. The more information you enter into the search fields, the more precise the search will be. For more information about searching see the [Help](#).  
Select the Students to be added into this Tutor Group and press 'Add Selected Students'.

Student Ref	Name	Date Of Birth	Gender	Is Main Tutor Group?
No Records				

Main Tutor Group action:

### Search Students

Filter Options

Student Ref	Surname	Forenames	Student Group Code	Search
<input type="text"/>	<input type="text" value="Oates"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

Student Ref	Name	Date Of Birth	Gender
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# PROMONITOR - ALS Support Plan / ALS Support / Monthly ALS Support Review

Promonitor - repeat to add all of your ALS / EHCP learners

## Details

ALS LEARNERS 2023/24 YOUR NAME (ALS LEARNERS 2023/24 YOUR NAME)

Name: ALS LEARNERS 2023/24 YOUR NAME (ALS LEARNERS 2023/24 YOUR NAME)  
Tutor(s): Suzanne Read

Remove me as a tutor

This Tutor Group is flagged as 'Protected'  
This Tutor Group is flagged as hidden on the ILP

Student Ref	Name	Date of Birth	Gender
-------------	------	---------------	--------

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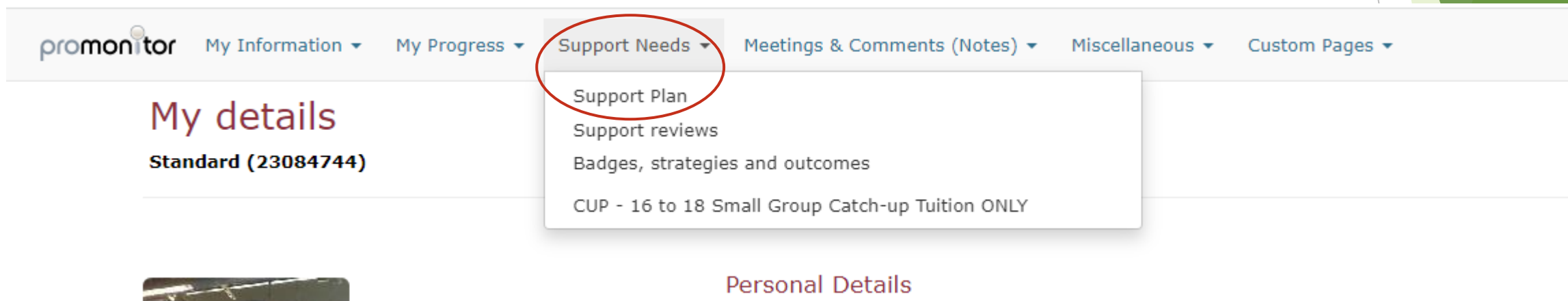


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# PROMONITOR - ALS Support Plan / ALS Support / Monthly ALS Support Review

Promonitor - click on Learner name, then drop-down Support Needs to Support Plan



The screenshot shows the Promonitor user interface. At the top, there is a navigation bar with the Promonitor logo and several menu items: 'My Information', 'My Progress', 'Support Needs', 'Meetings & Comments (Notes)', 'Miscellaneous', and 'Custom Pages'. The 'Support Needs' menu item is circled in red, and its dropdown menu is open, showing four options: 'Support Plan', 'Support reviews', 'Badges, strategies and outcomes', and 'CUP - 16 to 18 Small Group Catch-up Tuition ONLY'. Below the navigation bar, the main content area displays 'My details' for a learner named 'Standard (23084744)'. There is a placeholder for a profile picture and a section titled 'Personal Details'.



# PROMONITOR - ALS Support Plan / ALS Support / Monthly ALS Support Review

## Promonitor - Fill out Support Plan and SAVE

**promonitor** My Information ▾ My Progress ▾ Support Needs ▾ Meetings & Comments (Notes) ▾ Miscellaneous ▾ Custom Pages ▾

### Support Plan

Standard (23084744)

Overview of support needs

Support providers: choose from; Learning Support, Student Support, Learning Support and Student Support, Autism Centre, Faculty Support or APC (Apprenticeship Performance Coach).

APC

Named Support Lead  Additional Support Person

Support at secondary school / previous college / in the past  
NA unless EHCP and will be completed by GLS

Has been reviewed for current academic year  Review date

Support Plan Reviewed by

Increased needs

High Needs funding agreed

Looked After Child / Care Leaver / Young Carer

English Additional Language

### Support Needs

select one or more

Safeguarding <input type="checkbox"/>	Behaviour and Attendance <input type="checkbox"/>	Medical (health) condition
Cognitive and/or learning need <input checked="" type="checkbox"/>	Communication and Interaction <input type="checkbox"/>	Personal Care



# PROMONITOR - ALS Support Plan / ALS Support / Monthly ALS Support Review

## Promonitor - Fill out Support Plan and SAVE

promonitor My Information My Progress Support Needs Meetings & Comments (Notes) Miscellaneous Custom Pages Search

Other

### STEP-IN Interventions

Created On	Created By	Intervention	Duration	Further description of intervention	Note Order
No Records					

[Add New](#)

### Support needs additional information

**Support Needs Additional information**

Learner has self declared Dyslexia on Application. Discussed at Pre-UInduction interview and agreed use of Technology to assist, robust setting of goals using diary and to undertake coursework as recorded Q+A / PD using DVR  
Monthly review of support and ongoing needs  
FS English will require extra support form GLS  
Estimated extra 60 minutes per visit and extra Teams visits every 3 weeks.

### Additional actions

Please tick one or more boxes

Faculty to write medical risk assessment (PRA)	<input type="checkbox"/>	Faculty to write Personal Emergency Evacuation Plan (PEEP)	<input type="checkbox"/>
Student Support to write Safeguarding risk assessment	<input type="checkbox"/>	Faculty to read EHCP and work with GLS to write SMART targets	<input type="checkbox"/>
Exam Access Arrangements referral	<input type="checkbox"/>		

[Save](#)

# PROMONITOR - ALS Support Plan / ALS Support / Monthly ALS Support Review

Promonitor - Support Reviews - Quarterly - complete once Formal Review is done, every 12 weeks

promonitor My Information My Progress Support Needs Meetings & Comments (Notes) Miscellaneous Custom Pages

## Support reviews

Standard (23084744)

- Support Plan
- Support reviews
- Badges, strategies and outcomes
- CUP - 16 to 18 Small Group Catch-up Tuition ONLY

### Support reviews

Phase 1 review

Term 1

Start FS Tuition early using Lifeskills, if this does not work for the learner then we will ask GLS to support on 121 basis.  
Coursework support via PD / Q+A to be used alongside text to speech reader and speech to text program on phone to facilitate progress and reduce anxiety.

Phase 2 review

Text input

Phase 3 review

Text input

Annual review for learner with EHCP

Text input

Audit Trail

### Review of STEP-IN Interventions

Created On	Created By	Intervention	Review notes
No Records			

Save

# PROMONITOR - ALS Support Plan / ALS Support / Monthly ALS Support Review

## Promonitor - Monthly Meeting / Intervention and Review

promonitor

My Information ▾

My Progress ▾

Support Needs ▾

Meetings & Comments (Notes) ▾

Miscellaneous ▾

Custom Pages ▾

Search

### Learner Meetings

Standard (23084744)

Select a Meeting Category from the drop down below. Once selected this will show all meetings within this category, related documents and a summary of the most recent meeting. To add a new meeting use the footer row of the meetings grid. To view a meeting click on the ellipsis button (...) for that meeting.

Filter Options

Category:	-- Select a meeting category --	Type:	-- Select a meeting type --
Complete	Either		
Hide Cancelled Meetings:	<input type="checkbox"/>	Hide pinned meetings:	<input type="checkbox"/>
Show meetings from other Academic Years:	<input checked="" type="checkbox"/>		
Link to bksb Course	-- Select a BKSb Course --		

Search Clear

Manage All Meetings

Key: ★ Pinned ✓ Complete ✖ Cancelled

Meeting Date	Pinned	Time	Type	Reviewed By	Status	Completion Date
No Records						

Add New

Most Recent Meeting



# PROMONITOR - ALS Support Plan / ALS Support / Monthly ALS Support Review

Monthly Meeting / Intervention and Review - Add New and complete details, SAVE to create the meeting, then you can access it and fill in the details

The screenshot shows a web-based form titled "Add" for creating a new meeting. The form contains the following fields and options:

- Complete:**
- Cancelled:**
- Pin Meeting:**
- Meeting Date:** 21/09/2023
- Duration (mins):** 60
- Time:** 14:30
- Location:** TEAMS
- Meeting Category:** Learner Support
- Meeting Type:** Transition Support
- Reason for Meeting:** Regular Meeting
- Include in Non-Timetabled EEP Hours:**

A "Save" button is located at the bottom right of the form.

# PROMONITOR - ALS Support Plan / ALS Support / Monthly ALS Support Review

Monthly Meeting / Intervention and Review - click meeting and add details - ensure Read and Agreed by Student is ticked - do this when with the student.

promonitor My Information My Progress Support Needs Meetings & Comments (Notes) Miscellaneous Custom Pages

### Transition Support

Standard (23084744)

Meeting Type: Transition Support [Change](#) Meeting Category: Learner Support

Meeting Date: 21/09/2023 Time: 14:30 Duration (mins): 60

Complete  Cancelled  Pin Meeting

Location: TEAMS

Reason for Meeting: Regular Meeting

Link to Enrolment: WXCCC03D1 (Bricklayer Standard L2)

The learner is not enrolled onto a bksb course. Please contact your system administrator if you believe an enrolment should be present.

Link to BKS B Course: --Select--

Reviewed By: Suzanne Read (SREAD2) [Select Me](#)

Include in Non-Timetabled EEP Hours  Read and Agreed By Student

[Save](#)

#### Attendees / Circulation List

Role Type	Name	Role	Informed	Attended	Notes
Student		Student	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>
Staff	Suzanne Read (SREAD2)	Organiser	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>

# PROMONITOR - ALS Support Plan / ALS Support / Monthly ALS Support Review

Monthly Meeting / Intervention and Review - complete rest of notes - detail of support given

promonitor My Information ▾ My Progress ▾ Support Needs ▾ Meetings & Comments (Notes) ▾ Miscellaneous ▾ Custom Pages ▾ Search ☰

**Brief one to one meeting notes**

Primary reasons:  Secondary reasons:

Personal Education Plan

Key Worker and Contact Details:

Notes:

Strategies for Support Needs and additional notes:

Strategy for support needs and interventions:

Identified Support Team:

Confidential information held  
 Risk Assessment



# PROMONITOR - ALS Support Plan / ALS Support / Monthly ALS Support Review

Monthly complete ALS Claim EXCEL SPREADSHEET - BEST TO DO THIS AS SOON AFTER THE LEARNER MEETING AS POSSIBLE

Excel Apprenticeship drop in and misc support tracking 2023+24

Search (Alt + Q)


File Home Insert Draw Page Layout Formulas Data Review View Automate Help

Calibri (Body) 11

General

	A	B	C	D	E	F	G	H	I	J	K
1	Staff name	Date (dd/mm/yy)	Start time - 24hr format	Apprentice ID number	Apprentice name and surname	Does Apprentice have an EHCP?	Session length (minutes)	Ratio	Support type	On eSpirALS?	
2	Rebecca Bradley	15/09/2023	09:30:00	99999991		No	120	1:1	In person - at workplace		
3	James Smith	20/09/2023	10:00:00	99999991		No	60	1:3	In person - on campus		
4	James Smith	20/09/2023	10:00:00	99999992		Yes	60	1:3	In person - on campus		
5	James Smith	20/09/2023	10:00:00	99999993		No	60	1:3	In person - on campus		
6	James Smith	20/09/2023	11:15:00	99999992		Yes	30	1:1	In person - on campus		
7	Please delete samples above when start to record										
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TEAM 1 TEAM 2 TEAM 3 TEAM 4 TEAM 5 TEAM 6 Data validation TEAM TEPLATE +



Part of ACTIVATE LEARNING



# ALS Support - once Learning Aim Completed

**Once the Learning Aim for which we are claiming ALS has been completed - and if no other LAS support is required for another Learning Aim - then we need to stop the ALS Claim.**

**This is done by emailing the GLS Team with a request to end the ALS Funding, you will need to include the evidence of the Learning Aim Completion and they will then close down the ALS Funding Claim.**



# Useful Links

## External Links and Resources

- ▶ DofE - Exploring the funding and support for apprentices with additional support needs - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/697649/Exploring\\_the\\_funding\\_and\\_support\\_for\\_apprentices\\_with\\_additional\\_support\\_needs.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/697649/Exploring_the_funding_and_support_for_apprentices_with_additional_support_needs.pdf)
- ▶ DofE - Apprenticeship funding rules August 2023 to July 2024 - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1155957/Apprenticeship\\_funding\\_rules\\_2324\\_Version\\_1.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1155957/Apprenticeship_funding_rules_2324_Version_1.pdf)
- ▶ ETF Foundation - Supporting Learners 100+ Strategies - [https://www.etf-foundation.co.uk/wp-content/uploads/2022/12/Supporting\\_learners\\_with\\_additional\\_needs\\_-\\_23\\_Aug\\_2018.pdf](https://www.etf-foundation.co.uk/wp-content/uploads/2022/12/Supporting_learners_with_additional_needs_-_23_Aug_2018.pdf)
- ▶ IfATE - END-POINT ASSESSMENT REASONABLE ADJUSTMENTS GUIDANCE - <https://www.instituteforapprenticeships.org/quality/end-point-assessment-reasonable-adjustments-guidance/>



# Any questions?



## Apprenticeship Workforce Development

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