**Learning Support Claim Procedure**

In line with the 2020-21 Education & Skills Funding Agency Funding Rules; Learning support can be claimed for all eligible learners requiring additional support due to their learning difficulty or disability to complete their learning aim. The procedure for claiming Learning Support is laid out in the following flow diagram.

For further clarification please consult your Quality, Curriculum & Progression Officer or the ESFA funding rules at:

<https://www.gov.uk/guidance/adult-education-budget-aeb-funding-rules-2020-to-2021>

The procedure**:**

**Has the learner been assessed as requiring support?**

**Payment made to applying Provider**

**Have costs of reasonable adjustments been identified?**

**YES**

**Does the learner have a disability or learning difficulty?**

**YES**

**Learning support form completed & sent to Local Authority contact for approval**

**YES**

**Applying organisation is notified, a Purchase Order is issued & a request for evidence is made**

**YES**

**Learner is not eligible for learning support funding**

**Evidence supplied to Local Authority contact, with an invoice and correct PO number**

**YES**

**YES**

**NO**

**NO**

**NO**

**NO**

**NO**