**Learner Support Policy**

**2023-24**

**Scope**

Learner Support is available to provide financial support for learners with a specific financial hardship preventing them from taking part/continuing in learning.

Other sources of support for learners should also be considered to ensure the most appropriate funding is used. For example, people on low incomes may be eligible for full funding ie remittance of tuition fees – see Low Paid Trial.

**Who is eligible for Learner Support?**

A learner is likely to be eligible for help from this fund if they are in receipt of a means tested benefit, eg Income Support, tax credits, lone parents or from a low-income household.

**Types of Support Available for Hardship funding**

Types of support include the following:

* Tuition fees
* Awarding body fees including registration and certification
* Course related costs including course trips
* Support with domestic emergencies
* Transport

This list is not exhaustive, and support can be provided to learners based on learner needs and local circumstances.

**The childcare support does not cover the following:**

* Informal childcare, such as that provided by a relative
* A financial contribution to the costs of crèche
* Childcare for learners aged under 20 on the first day of learning
* A top up to childcare payments when receiving ‘Care to Learn’ payments

**NB** This funding is limited and learners who are eligible for support are not automatically entitled to it. When the funds are fully committed, no further awards will be made.

**Evidence Required**

Initial assessment processes for the learner will demonstrate the need for support and hardship and summarised on the learner’s Individual Learning and Support Plan (ILSP).

**Payments**

Learner Support monies will be awarded to eligible learners and paid via cheque for direct delivery learners or via the provider to be passed on to the learner for sub-contracted learners. In the case of the award being made for course costs, Learner Support monies will be made direct to the sub-contracted provider to cover the learner’s course costs.

Payments for childcare to be arranged between the learner and tutor. Childcare providers must be Ofsted registered.

**Complaints and Appeals Procedure**

In the event of an application being refused, there is a right of appeal. Please contact your provider Manager. All appeals will be referred to the Skills & Employment Manager within the Local Authority.

**Application Form for Learner Support**

**Learner Name** .......................................................................................................

**Learner Address** ...................................................................................................

……...............................................................**NI Number**:......................................................

**DOB** …………………………………

**Please give details of what funding you are applying for (Learner Support)**

**Learning Programme Title** .................................................................................................

**Course Dates – From** .............................................. **To** ....................................................

**Venue** ...................................... **Delivery Organisation**......................................................

**Tuition Fees for the Course: £** ........................................

**Other costs associated with the course: £**.......................................................................

**Total amount of funding required: £** ...............................................

**I confirm that I am accessing one or more of the following means tested benefits:**

**Office use**:

Full funding value: £

GLH for course:

Claim approved: Y/N

PO Raised: Y/N

Payment made: Y/N

Copy to ICP: Y/N

Signed: .....................MS

.................... CL

Council Tax Reduction

Universal Credit (or legacy benefit equivalent eg, JSA, ESA, DLA etc)

Housing Benefit

Income Support

Working Tax Credit (disabled element)

Pension Guarantee Credit/Child Tax Credit

* I confirm that my household income is below £25,000 per year.
* I confirm that I am attending an Adult Education course which is funded by Cheshire West and Chester Council in order to support me to gain employment. I am therefore actively seeking employment and am aware that CWaC will be monitoring and tracking learner outcomes into employment.
* I understand that it is my (the learner) responsibility to inform Department for Work & Pensions (DWP) if this support payment has impact on any benefits I receive from DWP**.**

**Signed** ................................................................................................................(Learner)

**Signed** ..................................................(Supporting Tutor) **Date** ..................................