

Subject:

**FUNDING FOR STUDENTS WITH A LEARNING
DIFFICULTY AND/OR DISABILITY/
ADDITIONAL SUPPORT FUND (Addendum)**

Circular Number: FE 08/13

Addendum

**Date of Issue:
04 September 2013**

Target Audience:

- Principals/Directors/Chief Executives of Further Education Colleges
- Chairs of Governing Bodies
- FE College Finance Officers
- Colleges NI
- College Learning Support Co-ordinators
- College Student Support Officers
- College Discrete Provision Managers

Summary of Contents:

This Addendum provides clarification and amendments to Circular FE 08/13.

The following key points should be noted:

- increase in Additional Support Fund (ASF) Basic from £1.5 million to £2 million for 2013/14;
- revised ASF Basic allocations for 2013/14 for FE colleges;
- additional monitoring arrangements for non mainstream students in receipt of support through ASF Basic.

Enquiries:

Any enquiries about the contents of this Circular should be addressed to:

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Status of Contents:

Information

Related Documents:

**Superseded Documents:
FE 09/12**

**Expiry Date:
N/A**

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Introduction

1. Circular FE 08/13 was issued on 1 July 2013 to provide guidance on:
 - categories of students with a learning difficulty and/or disability (SLDD) eligible to receive support and assistance through the Additional Support Fund (ASF);
 - screening procedures for SLDD;
 - completion of Supplementary Learning Agreements;
 - operation of the ASF; and
 - allocation and distribution of ASF Basic for 2013/14.
2. The ASF Basic budget for 2013/14 has been increased from £1.5 million to £2 million to support the:
 - continued increase of students enrolling in Further Education mainstream provision, requiring additional support;
 - increase in the number of students enrolling with multiple and complex needs; and
 - to ensure provision of technical and personal support required by those participating in discrete provision.

Amendments to FE 08/13

3. Paragraph 4 has been amended as follows; change £3.5 million to '**£4 million**' and £1.5 million to '**£2 million**'.
4. Appendix 2, in paragraphs 7 and 14 the 2nd bullet points should be replaced with the following;

'details of additional needs/level of support required (including details of any ASF Basic support required - **this should include details of ASF personal and/or technical support, and associated costs**);'
5. Replace Appendix 4 with attached revised version.

Additional monitoring arrangements

6. In order to measure the impact of the increase in funding, colleges are reminded of the importance of recording all additional support agreed for students on individual Supplementary Learning Agreements (SLAs). Mainstream FE students in receipt of ASF Basic support are recorded as 02 and are easily monitored, however for those coded 03 on Discrete programmes, information relating to additional support through ASF Basic is not readily available. Therefore, it is essential that accurate records are

maintained on SLAs and, in addition, colleges should maintain a record of the number of students on Discrete provision in receipt of support through ASF Basic and the cost of that provision. Information should be retained and submitted to the Department on a quarterly basis using the table below. This information should be provided in line with 03 payments i.e. November, February and June.

College		
2013/14	Number of 03 students in receipt of support through ASF Basic.	Total amount of ASF Basic funding allocation spent on 03 students.
November		£
February		£
June		£

***Note: the figures in the table above should be cumulative totals**

**ALLOCATION AND DISTRIBUTION OF 2013/2014
ADDITIONAL SUPPORT FUND (BASIC)**

A sum of £2million for the Additional Support Fund Basic is being allocated to colleges in the 2013/14 academic year. The table (below) sets out the breakdown on a college-by-college basis, which is based on the total number of each college's FE SLDD student types 02 and 03 in the 2011/12 academic year.

These allocations may be adjusted by the Department in due course to take account of any under/overspends from the 2012/13 allocations. Unspent funds should not be returned to the Department, but the Department should be notified of any potential underspends or overspends immediately. These amounts will be used to adjust in-year allocations. Colleges, which seek to carry over surpluses into the new year, must seek written approval from the Department. Colleges should ensure that the figures are consistent with those recorded in the college accounts. The Department cannot guarantee that it will be able to cover the costs of any additional funding, which a college may require, beyond its original allocation.

College	1 Aug 2013 – 31 July 2014 Allocation
Belfast Metropolitan College	£358,311
Southern Regional College	£567,897
North West Regional College	£254,089
South West College	£191,708
Northern Regional College	£338,912
South Eastern Regional College	£289,083
TOTAL	£2,000,000