

Subject:

Circular Number: FE 04/17

**FUNDING FOR STUDENTS WITH A LEARNING
DIFFICULTY AND/OR DISABILITY -
ADDITIONAL SUPPORT FUND**

Date of Issue:

23 June 2017

Target Audience:

- Principals/Directors/Chief Executives of Further Education (FE) 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 circular consolidates existing guidance on eligibility and funding arrangements for the Additional Support Fund (ASF) (Basic and Discrete) for the academic year 2017/18.

The following key point should be noted:

- students with a learning difficulty and/or disability (SLDD) and recorded as 02 or 03 in the SLDD field on the FE college management information system **must also** be recorded as (i) having a learning difficulty and/or disability; and (ii) a disability category recorded.

Enquiries should be directed in the first instance to:

Further Education Policy Development
Department for the Economy via email to:
fepolicy@economy-ni.gov.uk

Status of Contents:

Information

Related Documents:

FE01-1214

FE01-0216

Superseded Documents:

FE 06/16

Expiry Date:

N/A

DfE Website:

www.economy-ni.gov.uk

Tel: 028 90 257578

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INTRODUCTION

1. Article 13(2) of the Further Education (Northern Ireland) Order 1997 requires that 'the Governing Body of an Institution of Further Education shall have regard to the requirements of persons over compulsory school age, who have learning difficulties'. Colleges are also required to 'comply, fully, with the Equality Commission's Disability Discrimination Code of Practice for Further and Higher Education.'
2. ASF funding is targeted at **all** further education (FE) students, enrolled in FE college provision, who have declared a learning difficulty and/or disability. It is intended to help colleges to meet the necessary additional cost of provision for these students.

OBJECTIVE OF THE ASF

3. The key objective of the ASF is to assist colleges in meeting the additional cost of provision for students with a learning difficulty and/or disability and thereby contribute to widening access and increasing participation of SLDD in FE provision.

ASF: 2017/2018 ARRANGEMENTS

4. During the academic year 2017/18, the Department will provide colleges with £4.5 million ASF funding, broken down as follows:

£2.5 million, under **ASF Basic** to help meet the cost of technical and personal support for all SLDD, both in mainstream provision and on discrete programmes. This funding is based on the number of timetabled student hours (eligible FLU hours), recorded against enrolments of SLDD coded 02 and 03. Funding will be distributed on the basis of each college's share of the total number of hours. This aligns with the ASF Discrete funding mechanism, and is considered a more equitable methodology.

This funding will use end-year data from the most recent full year and will be paid at the start of the academic year. For the 2017/18 allocation of ASF Basic, 2015/16 data will be used. The table at Appendix 4 sets out the breakdown of ASF Basic for 2017/18 on a college-by-college basis.

£2 million, under **ASF Discrete** to help meet the extra costs associated with offering courses for SLDD, for whom mainstream provision is not suitable. This funding will be paid to colleges in three stages and will be based on the number of timetabled hours (eligible FLU hours) recorded on colleges' MIS systems in the November 2017, February 2018, and June 2018 data lifts, against enrolments

- undertaken by FE SLDD code 03 students. Funding will therefore be distributed on the basis of each college's share of the total number of hours.
5. All ASF expenditure should be based on objective assessment of need and supported by professional assessment, where deemed necessary. Further guidance is available in the Equality Commission's Disability Discrimination Code of Practice for Further and Higher Education.
 6. All support should be in the form of additional, technical and/or personal support, purchased by the college, as set out in Appendix 1, paragraphs 5 and 6. The ASF may also be used to meet any additional salary costs incurred by the college to provide support **where these costs relate directly to meetings with students**.
 7. Only those students who attend a college campus or college outreach centre are eligible to receive support through the ASF. (See also Appendix 2, paragraph 5).
 8. ASF **cannot** be used to support:
 - provision delivered by a third party or sponsored providers;
 - students enrolled in Higher Education (HE) in FE colleges, who are in receipt of Disabled Students' Allowance under the FE Awards arrangements;
 - students in receipt of assistance under any other DfE-funded programmes, such as Youth Training, Training for Success, ApprenticeshipsNI, EU-funded programmes, or full-cost recovery provision; or
 - provision which is not delivered in a college campus or outreach centre (coded 04 on the college management information system).
 9. ASF cannot be used to cover student travel costs (for example, taxi/bus hire,) or any notional costs associated with providing additional support. However, colleges should identify any areas where transport is a potential barrier to participation in FE for SLDD, and record on the SLA.
 10. Detailed guidance on funding, recording and administration of ASF is set out in the attached Appendices:

• ASF Basic -	Appendix 1
• ASF Discrete -	Appendix 2
• Audit and Accountability Arrangements -	Appendix 3
• Allocation and distribution of 2017/2018 ASF Basic -	Appendix 4
• ASF Monitoring form -	Appendix 5
• Sample declaration form - students coded 03 (Discrete) -	Appendix 6
• SLA Template – Mainstream provision	Appendix 7

- SLA Template – Discrete provision
- ASF Expenditure Template -
- Summary table of funding eligibility -

Appendix 8
Appendix 9
Appendix 10

ASF BASIC

1. This funding applies to all FE (FLU funded), SLDD who have enrolled in FE mainstream provision (coded 02 in the SLDD field), **or** those in discrete provision (coded 03 in the SLDD field), for whom an additional support need has been identified (see **Appendix 10** for coding breakdown).

All FE SLDD, who have enrolled in either FE (FLU funded) mainstream provision (coded 02 in the SLDD field), or those in discrete provision (coded 03 in the SLDD field), **must** also be recorded on the FE college management information system as:

- (i) having a learning difficulty and/or disability; and
- (ii) a disability category recorded.

(For further information see: **FE Guidance: Student data item options in 2015/16 Ref FE01-1214**).

2. The ASF Basic is earmarked, limited, and discretionary, and is provided as an enhancement to the funding available to colleges for SLDD, under the FE Funding Formula. The purpose of this funding is to provide additional technical and/or personal support for individual students, who are in mainstream provision (e.g. brailler, specialist software, signer) and those students undertaking discrete provision, as mentioned above.
3. **Following assessment it is imperative that colleges code these students correctly on the college management information system.**
4. To help meet the cost of technical and personal support for all SLDD, £2.5 million ASF Basic will be allocated, as outlined in **Appendix 4**. Definitions of personal and technical support are detailed below. Colleges must provide a report for the 2017/18 academic year on a breakdown of the total ASF Basic expenditure and the number of students supported (personal support costs - e.g. support worker costs, interpreter costs, staff costs, technical support costs, and all other costs) see **Appendix 9**. The report must be provided **by 30 September 2018**.

Personal Support

5. Personal support is categorised as follows:
 - **Specialist Tutor/Adviser**, such as hearing or visual impairment tutor, IT consultancy, speech therapist or counsellor;
 - **Lecturer** or IT adviser (including technician);

- **Interpreter** (for students with a hearing impairment);
- **Support Worker/Classroom Assistant**, such as examination support or reader;
- **Notetaker**, such as shorthand notetaker and/or typist, for assistance with student notes;
- **Assessment**: one-off assessments, (for example, by an educational psychologist), where the assessment is considered necessary, and is in addition to the college's standard assessment and enrolment procedure. Where a professional assessment is deemed necessary then it must be completed by a suitably qualified person, for example an educational psychologist or a specialist assessor with a qualification in assessment at or equivalent to level 7.
(Colleges should take all reasonable steps to ensure a student provides evidence of a disability, before progressing any assessment); and
- **Staff time** specifically for meetings with students.

Technical Support

6. The ASF may also be used to purchase specialised enabling equipment, such as brailers, Reading Edge equipment, IT adaptations, specialist software and related licences and IT hardware and hearing loops.
7. Colleges may give consideration to leasing specialist equipment, if it is required for a short period of time and is the most cost-effective option.
8. Technical support does not include photocopying, books, printers, general software, and capital expenditure, such as lifts or items which will become the personal property of students.

Assessment Guidance

9. It is important to ensure equality between students undertaking FE provision and those undertaking HE provision in FE Colleges (via the Disabled Student Allowance (DSA)). As such, it is recommended that the following general guidance should be considered for all needs assessments:-
 - assessment should be carried out, taking into consideration the evidence base, course structure, reasonableness and student capabilities, to justify the level of support agreed; and
 - a parameter of £20,000 per student, per annum, should be considered, in line with HE (DSA) allocation, with 'exceptional' circumstances applicable,

only where a strong evidence base exists to justify additional funding above this level. This will require a higher level of college authority.

Supplementary Learning Agreement (SLA)

10. In order to ensure that the student is actively involved in the process of making any appropriate adjustments, colleges should complete and retain an SLA. SLA templates are attached at **Appendices 7 and 8** and must be used in the 2017/18 academic year. An individual SLA must be completed for all ASF students, both on Mainstream provision, and for those on Discrete programmes.

SLAs can be maintained in either paper or electronic format. Records maintained electronically should highlight student involvement in the process, including signature evidence (**electronic signatures are not acceptable**).

11. The following conditions apply to all FE students (both full-time and part-time), for whom ASF Basic is being claimed:

- a) An enrolment form must be completed.
- b) All FE students, declaring a learning difficulty and/or disability at enrolment, should be interviewed by the college's Learning Support Co-ordinator (or other appropriate member of staff).
- c) The Learning Support Co-ordinator (or other appropriate member of staff) should assess the student's support needs or arrange for an assessment to be completed. An assessment form must be completed and agreed by both parties.
- d) An **individual** SLA must be completed for each student, for whom ASF Basic is being claimed.

12. The minimum data requirements to be retained, in respect of each student, in addition to normal enrolment data, include:

- nature of disability and/or learning difficulty;
- details of additional needs/level of support required (this should include details of ASF personal and/or technical support, and associated costs);
- evidence of eligibility to support funding (e.g. educational psychologist's report, Statement of educational needs, GP letter etc).
- expected duration of support; and

- completed action plan on agreed actions, pathway and progression route from initial enrolment.

13. A minimum of two reviews must also be carried out in respect of each student. Details of reviews should be recorded, signed and dated by, both, the college representative and the student. It is important that records are maintained for those reviews arranged for which students failed to attend. Reviews carried out by telephone or e-mail are not considered appropriate.

All agreements must be signed by, both, the appropriate college representative and the student or student representative (electronic signatures are not acceptable).

14. Students should not be recorded on the College MIS as SLDD, nor any ASF funding claimed, until steps a) to d) (as set out in paragraph 11) have been completed, and the requirement for additional support has been identified.

Progression

15. Upon enrolment, students, for whom basic funding is being claimed, should be actively involved in decisions relating to their course of study, support needs and educational and developmental progression. Progression routes must, as a minimum, ensure that the student has a clear pathway identified for future study, training provision or potential employment.

KEY POINTS TO NOTE

- **Where additional support has been identified during any part of an academic year, the student will be entitled to that support for the entire academic year.**
- **Where the course spans more than one year, but the additional support is required for one year only, the student will be entitled to support for that academic year only.**
- **It is mandatory for colleges to complete an SLA for each individual student for the purposes of claiming ASF Basic.**
- **Failure to comply with these terms and conditions could result in recoveries being sought by the Department from the college concerned.**

ASF DISCRETE

1. This funding applies to all FE (flu funded) SLDD enrolled in discrete provision in an FE college or college outreach centre (coded 03 in the SLDD field).

All FE SLDD, who have enrolled in discrete provision (coded 03 in the SLDD field), **must** also be recorded on the FE college management information system as:

- (i) having a learning difficulty and/or disability; and
- (ii) a disability category recorded.

(For further information see: **FE Guidance: Student data item options in 2015/16 Ref FE01-1214**).

2. ASF (Discrete) funding is a compensatory payment to colleges to help cover the additional costs of teaching students, who, as a result of their particular learning difficulty and/or disability, are unable to participate in mainstream provision. This funding is earmarked to provide a lecturer and / or a maximum of two classroom assistants to facilitate smaller class sizes to maximise the opportunities for these students to learn and complete their studies.
3. Any extra personal and / or technical support for students on discrete provision over and above that specified in paragraph 2 above (e.g. one-to-one support) **must** be funded through ASF Basic.
4. The ASF Discrete budget for 2017/18 will provide colleges with £2 million to help meet any additional costs arising from the provision of discrete courses for **FE SLDD (code 03 students only)**.

Funding will be paid to colleges in three stages and will be based on the number of timetabled hours (eligible FLU hours) recorded on colleges' MIS systems in the November 2017, February 2018, and June 2018 data lifts, against enrolments undertaken by FE SLDD code 03 students. Funding will therefore be distributed on the basis of each college's share of the total number of hours. Colleges will be notified of their Discrete ASF funding allocation, following each lift of the relevant data.

5. Discrete provision can **ONLY** be delivered in, either, a college main campus or college outreach centre. For the purpose of this circular, college outreach centres are defined as any venue other than a FE main campus, which is under the control of the college and used to deliver provision. This includes (but is not limited to) church halls, community halls, schools, and outreach FE campuses.

SLA – ASF Discrete Full-time or Substantive Part-time FE students (five hours per week or more)

6. The following conditions apply to all FE students, for whom ASF Discrete is being claimed.
- a) An enrolment form must be completed.
 - b) All full-time and substantive part-time FE students, enrolling in a discrete course, should have an assessment carried out to determine their course of study and any additional support required.
 - c) The Learning Support Co-ordinator (or other appropriate member of staff) should assess the student's support needs or arrange for an assessment to be completed. An assessment form must be completed and agreed by both parties.
 - d) An **individual** SLA must be completed for each student, for whom ASF Discrete funding is being claimed.

All agreements must be signed by, both, the appropriate college representative and the student or an appropriate third party.

7. The minimum data requirements to be retained in respect of each student, in addition to normal enrolment data, include:
- nature of disability and/or learning difficulty;
 - 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);
 - evidence of eligibility to support funding (e.g. educational psychologist's report, Statement of Educational Needs, GP letter etc.) or signed learning difficulty and/or disability declaration form (see Appendix 6); and
 - completed action plan on agreed actions pathway and progression route from initial enrolment.
8. It is recognised that students participating in discrete provision, due to the nature of their learning difficulty and/or disability, are likely to be subject to continuous assessment by the college. Colleges should, therefore, retain evidence of such assessments/reviews in order to meet the review requirements for the fund. These details should be recorded and must be signed and dated by a college

representative and the student (or an appropriate third party). **Electronic signatures are not acceptable.**

9. SLAs can be maintained in either paper or electronic format. Records maintained electronically should highlight student involvement in the process, including signature evidence. **Electronic signatures are not acceptable.**
10. These records should be signed, as agreed by both parties, and retained for audit purposes. Where reviews are not completed, the reason should be noted on the SLA.
11. It is recommended that steps a) to d) (as set out in paragraph 6) should be completed for each student and recorded on college MIS **by the end of October 2017** or within four weeks of enrolment date for part-time students.

Assessment Guidance

12. In instances where a student is on a course lasting more than one year, the final review may be used as the initial baseline assessment for the following year.

SLA – ASF Discrete Part-time students (less than five hours per week)

13. The following conditions apply to part-time FE students, for whom ASF Discrete is being claimed.
 - a) An enrolment form must be completed.
 - b) Students enrolling on a discrete course should be assessed to determine their needs for their course of study and any necessary additional support required, through ASF Basic.
 - c) The Learning Support Co-ordinator (or other appropriate member of staff) should assess the student's support needs or arrange for an assessment to be completed. An assessment form must be completed and agreed by both parties.
 - d) An **individual** SLA must be completed for each student, for whom ASF Discrete is being claimed.
14. The minimum data requirements to be retained in respect of each student, in addition to normal enrolment data, include:
 - nature of disability and/or learning difficulty;
 - 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); and

- evidence of eligibility to support funding (e.g. educational psychologist's report, Statement of Educational Needs, GP letter etc.) or signed learning difficulty and/or disability declaration form (see **Appendix 6**); and
 - completed action plan on agreed actions, pathway and progression route from initial enrolment.
15. It is recommended that steps a) to d) (as set out in paragraph 13) should be completed for each student and recorded on college MIS by the end of October 2017 or within four weeks of enrolment date.
16. SLAs can be maintained in either paper or electronic format. Records maintained electronically should highlight student involvement in the process, including signature evidence. **Electronic signatures are not acceptable.**
17. Given the nature of these shorter part-time courses, for the purpose of this circular, there is no **formal** requirement to carry out reviews with these students unless there is a change in provision or progression route.

Monitoring arrangements

18. Colleges should maintain a record of the number of students on Discrete provision who are in receipt of support through ASF Basic and the cost of that provision. Information should be retained and submitted to the Department, using the table below. **This information should be provided in November, February and June (in line with 03 payments).**

2017/18	Number of 03 students in receipt of support through ASF Basic.	Total amount of ASF Basic funding allocation spent on 03 students.
Sept 2017- Nov 2017		£
Sept 2017- Feb 2018		£
Sept 2017- June 2018		£

***Note: The figure in the total amount column should be cumulative.**

Provision outside FE campus or outreach centre (coded 04 on the college management information system)

19. This applies to those undertaking provision, which is not being delivered in an FE campus or outreach centre (coded 04 on the college management information system): a college outreach centre is defined as a centre which is under the control of the college.

ASF funding cannot be drawn down for provision being delivered in:

- day centres (including Social Educational Centres);
- hostels;
- nursing homes; or
- homes for the elderly.

Progression

20. Upon enrolment, students, for whom Discrete funding is being claimed, should be involved in decisions relating to their course of study and developmental progression. Progression routes must ensure that the student has a clear developmental pathway and is not repeating any previously undertaken qualifications or similar levels of qualifications.

KEY POINTS TO NOTE

- **It is mandatory for colleges to complete an SLA form for each individual student for the purposes of claiming ASF.**
- **Failure to comply with these terms and conditions could result in recoveries being sought by the Department from the college concerned.**

AUDIT AND ACCOUNTABILITY ARRANGEMENTS

1. Colleges are required to ensure that SLAs are completed for all students being assisted through the ASF Basic and Discrete.
2. ASF Discrete will be audited in the context of the number of student enrolments aligned with the individual student's SLA.
3. In addition, the Director of each FE college shall:
 - ensure that, for the purposes of administering receipts from the fund, the college maintains and operates an adequate system of record-keeping, financial management and internal controls (including safeguards against fraud), and shall require the college's external auditors to report on the adequacy, or otherwise, of that system;
 - ensure that the college uses ASF in a manner consistent with its intended purpose and complies with all terms and conditions attaching to the award; and
 - provide such returns as may be required by the Department and comply with any audit/inspection arrangements.
4. In addition to standard annual returns, the Department requires each college to include a note with its audited accounts, indicating the funding drawn down from the ASF. Auditors will be required to certify that funds provided by the Department have been applied in accordance with the Financial Memorandum, and any other terms and conditions applied to them, including those set out in this circular.
5. If, at any time, a college considers that it will be unable to spend any or all of the funds allocated, it should declare this to the Department at the earliest possible date. The Department may then redistribute these funds, where possible. Redistributions in any given year need not compromise the subsequent year's allocation. However, it is important to note that it is the responsibility of each college to manage its individual ASF budget allocations, as there is no guarantee that any request for additional funding over and above that originally allocated can or will be covered. In addition, colleges should be aware that the ASF budget allocations are provided to **help** colleges meet the cost of providing additional support.
6. Each college shall, **by 30th September of each year**, provide the Department with a report on the use of ASF funding for the previous academic year. The format of the report is set out at **Appendix 5**. The completed form should be returned to: FE Finance Branch, Department for the Economy, Third Floor,

Adelaide House, Adelaide Street, BELFAST BT2 8FD. The Department shall require each college to declare any grant, for the purpose specified in this circular, remaining unpaid at 31st July of the following year.

7. Colleges must retain auditable evidence of the use of the funding, categorised into Technical and Personal Support, as described, including a direct cross-reference between each expenditure item and the name of the student to whom the expenditure applies.
8. Colleges must provide a report for the 2017/18 academic year on a breakdown of the total ASF Basic expenditure and the number of students supported (personal support costs - e.g. support worker costs, interpreter costs, staff costs, technical support costs, and all other costs) see **Appendix 9**. The report must be **provided by 30 September 2018**. The completed form should be returned to: FE Policy Development Branch, Department for the Economy, Third Floor, Adelaide House, Adelaide Street, BELFAST BT2 8FD.
9. All FE (FLU funded) SLDD, who have enrolled in either FE mainstream provision (coded 02 in the SLDD field), or those in discrete provision (coded 03 in the SLDD field), **must** also be recorded on the FE college management information system as:
 - (i) having a learning difficulty and/or disability; and
 - (ii) a disability category recorded.

(For further information see: **FE Guidance: Student data item options in 2015/16 Ref FE01-1214**).

Ensuring these data control procedures are adhered to will be monitored through the Consolidated Data Return validation report.

ALLOCATION AND DISTRIBUTION OF 2017/2018 ASF BASIC

These allocations may be adjusted by the Department in due course to take account of any under/overspends from the 2016/17 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 academic 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 2017 – 31 July 2018 Allocation
Belfast Metropolitan College	£555,529
Southern Regional College	£527,589
North West Regional College	£419,105
South West College	£232,529
Northern Regional College	£442,306
South Eastern Regional College	£322,942
TOTAL	£2,500,000

**ADDITIONAL SUPPORT FUND
MONITORING FORM FOR THE PERIOD
1ST AUGUST 2017 TO 31ST JULY 2018**

College Name:

Contact Name:

Summary of Expenditure

(The figures in this section should match those which are in your final accounts)

	TOTAL
ADDITIONAL SUPPORT FUNDS ALLOCATION	
INTEREST EARNED	
TOTAL ADDITIONAL SUPPORT FUNDS AVAILABLE	
TOTAL ADDITIONAL SUPPORT FUNDS EXPENDITURE	
AMOUNT SPENT ON AUDIT	
SURPLUS/DEFICIT	
TOTAL NUMBER OF STUDENTS RECEIVING ASF	

Signature: _____
(Principal/Director/Chief Executive)

Date: _____

LEARNING DIFFICULTY AND/OR DISABILITY DECLARATION FORM 2017/18- FOR STUDENTS CODED 03 (DISCRETE)

Completion of this form is necessary, in the absence of other evidence, to secure funding for learners, enrolling on a discrete learning programme, consisting of students with a learning difficulty and/or disability [e.g. smaller class sizes].

This form must be associated with the student's Supplementary Learning Agreement and must be signed in Section 2 by a 'designated person', who can confirm the declared learning difficulty and or disability. A list of examples of designated persons, who may qualify, is provided below. Section 2 must not be signed by a college representative.

STUDENT DETAILS

Student's Name: _____ Student No. _____

Date of Birth: _____

Course Title: _____

Declared Learning Difficulty and/or Disability: _____

DECLARATION

Name and position of designated person, declaring the learning difficulty and/or disability:

Signature of person, declaring the learning difficulty and/or disability: Date:

College Representative Signature: _____ Date: _____

Examples of designated persons, who may be deemed qualified to declare the learning difficulty and or disability, stated on this form:

- School representative [e.g. special school or special unit within a school],
- Health Trust Representative,
- Doctor [GP/ Specialist],
- Psychologist,
- Psychiatrist,
- Social Worker.

NB: The above list is not exhaustive and any other person, **independent of the college**, who deems themselves qualified to declare a learning difficulty and/or disability on behalf of a learner, should record their position. **This will not, however, guarantee that the declaration can be accepted by the college.**

APPENDIX 7

An SLA form must be completed, updated and retained for each individual student in order to qualify for funding from the Additional Support Fund (ASF). All sections of the SLA must be completed.

SUPPLEMENTARY LEARNING AGREEMENT (SLA) – Mainstream Provision

Academic Year:			
Student Name:			
Student ID:			
Date of Birth:			
FE Provision Course Title:			
Course Level:			
Course Code:			
Course start/end date:	Start Date:	End Date:	
Course Duration: (weeks)		Year 1 (✓)	Year 2 (✓)
Number of Hours per week:	Part-time (✓)		Full-time (✓)
Confirmation that the student is <u>not</u> in receipt of assistance under any other DfE-funded programmes:			Yes
Disability Stated:			
Disability Evidence Provided:	Yes		No
Type of disability Evidence Provided:			
Copy of Evidence Attached:	Yes		No

Assessment of Needs	
Date Assessment of Needs Completed:	
Name of Person Completing Assessment of Needs:	
Position in College:	

Have home to college transport arrangements been discussed with the student?		Yes	No
If 'yes', please provide details. [e.g. Community transport, parents etc.]			
Additional Support Requirements From ASF Basic			
Personal Support – Please Specify: (Classroom, Additional Tuition; etc.)			Duration of Support:
			Cost of Support:
Technical Support / Equipment:			Duration of Support:
			Cost of Support:
Further Assessment:		Date of Assessment:	
Cost of Assessment:			
Action Plan: (Add as Necessary)			
No:	Actions		Completion Date:
1			
2			
3			

Pathway and Progression Route:

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Confidentiality Agreement

Certain details on this form will be stored by the college for administrative purposes. Personal data will be held in accordance with the provisions of the Data Protection Act. Some information will be forwarded to college staff, the Department for the Economy and agents appointed by them.

I realise that if I choose not to disclose a disability it may hinder my progress on a course. If support is provided, I agree to respond appropriately. Failure to do so may cause the support to be withdrawn.

Student Signature:		Date:	
Student Representative (if appropriate):	Name and Position:	Signature:	Date:
College Representative:	Name and position:	Signature:	Date:

Progression Reviews for FE Students under ASF Basic:

1	Details:			
	Student or Representative Signature:		Date:	
	College representative:	Name and position:	Signature:	Date:
2	Details:			
	Student or Representative Signature:		Date:	
	College Representative:	Name and Position:	Signature:	Date:

APPENDIX 8

SUPPLEMENTARY LEARNING AGREEMENT (SLA) – Discrete Provision

Academic Year:					
Student Name:			Student ID:		
Date of Birth:					
FE Provision:	Course Title:				
	Level:				
	Start and end Date:				
	Hours per week:				
Course Duration (No. weeks)			Year 1 ✓	Year 2 ✓	
Nature of provision:	Part-time			Full-time	
Confirmation that the student is <u>not</u> in receipt of support from any other DfE-funded programmes.			Yes		
Disability Stated:					
Disability Evidence Provided:	Yes		No		
Nature of evidence: (see note at bottom of page 2)					
Copy of Evidence Attached:	Yes		No		
Has a needs assessment been conducted	Yes		No		
Have home to college transport arrangements been discussed with the student?			Yes		No
If 'yes', please provide details. [e.g. Community transport, parents etc.]					
Additional Support Requirements from ASF Basic					
Personal Support					Duration of Support:
					Cost of Support:

Technical Support / Equipment:		Duration of Support:	
		Cost of Support:	
Pathway and Progression Route:			
Individual Supplementary Learning Agreement			
Confidentiality Agreement			
<p>Certain details on this form will be stored by the college for administrative purposes. Personal data will be held in accordance with the provisions of the Data Protection Act. Some information will be forwarded to college staff, the Department for the Economy and agents appointed by them. I realise that if I choose not to disclose a disability it may hinder my progress on a course. If support is provided, I agree to respond appropriately. Failure to do so may cause the support to be withdrawn.</p>			
Student / Representative Signature (including association with student)		Date:	
College Representative (name and position in block capitals):		Signature:	Date:
Progression Reviews for FE Students under ASF Discrete for Full-time or Substantive Part-time (five hours per week or more) only.			
1	Details:		
	Student / Representative Signature:		Date:
	College Representative:	Name and Position:	Signature: Date:
2	Details:		
	Student / Representative Signature:		Date:

	College Representative:	Name and Position:	Signature:	Date:

*** Examples of acceptable evidence - Educational Psychologists' Report; Statement of Educational Needs; GP Letter; Signed Learning Difficulty and/or Disability Declaration Form**

APPENDIX 9

TOTAL AMOUNT of ASF BASIC AVAILABLE 1ST AUGUST 2017 to 31ST JULY 2018	£
PERSONAL SUPPORT COSTS	Expenditure
Support Worker (One to One)	£
Mentor	£
Interpreter	£
Note Taker	£
Specialist Tutor	£
Others (Please Specify)	£
EXAM SUPPORT COSTS	
Reader	£
Scribe	£
Others (Please Specify)	
TECHNICAL SUPPORT COSTS	
IT Adaptations – Specialist Software & Related Licences	£
IT Hardware – Laptop, etc.	£
Braille	£
Reading Edge Equipment	£
Others (Please Specify)	£
STAFF COSTS	
Assessments/Reviews/Meetings with Students	£
Other costs (Please specify)	£
Educational Psychologist Assessment Costs	£
Other Professional Assessment costs	£
Total ASF Basic Expenditure 1st August 2017 to 31st July 2018	£
Total Number of 02 Students Supported	
Total Number of 03 Students Supported	

SUMMARY TABLE OF FUNDING ELIGIBILITY

CATEGORY/ CODING	SLDD 01	SLDD 02	SLDD 03	SLDD 04/ Non – SLDD 99
TYPE OF STUDENT	Mainstream in college, but who do not require an extra level of support for learning	Mainstream in college, who require an additional level of support for learning (including students where additional technical and/or personal support is provided by ASF)	Discrete in college or college outreach centre, which is under the control of the college.	Day Centre/ Hostel/ Nursing Homes/Homes for the Elderly
FUNDING STREAM	FE Recurrent Funding Formula	FE Recurrent Funding Formula & ASF Basic, if appropriate	FE Recurrent Funding Formula & ASF (Discrete) & ASF Basic, if appropriate	FE Recurrent Funding Formula
SLDD SUPPLEMENTARY LEARNING AGREEMENT REQUIRED	No	Yes	Yes	No