

#nolearnerleftbehind

Handbook

Learning support funding: how to submit and evidence a claim.



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About this guide

If you're registered for ESFA funding, you can draw down funding of £150 per learner per month to support learners with additional learning needs.

But what are the requirements and how do you submit, and evidence, a claim?

At Cognassist we understand the challenges that providers face in claiming LSF so we've worked with funding and sector specialists to produce a step-by-step guide.

This booklet is for organisations who are considering submitting a claim. It may also be useful for others who are unsure of the process or who simply want to know more about supporting learners with additional learning needs.

Find out all the LSF essentials you need to know in this accessible guide where we'll cover the essentials of submitting a claim, how much can be claimed, completing the ILR, evidence packs, auditing and more.



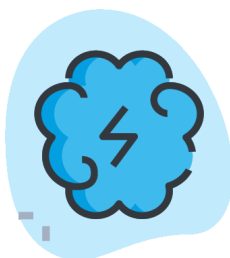
Provide clear guidance on what evidence needs to be gathered at each stage of the process to support the LSF claim.



Specifically map out all of processes relating to claiming LSF.



Retain all information relating to additional learning support in the evidence pack for the learner.



Our data shows that 1 in 3 learners have neurodiversity that requires support.

Our platform helps learners reach their full potential and helps empower education providers for the future.

Our credentials: 70,000 learners assessed, over 100 clients and over 5,000 staff trained.

Why claim LSF?

Learning Support Funding (LSF) is provided by the ESFA to help providers work flexibly and provide support to meet the needs of learners with an identified learning difficulty and/or disability. This will enable these learners to achieve their educational goals.

Where learners receive additional learning support tailored to their specific needs it enables them to effectively participate, progress, and ultimately complete their apprenticeship and succeed in their chosen career.

Claiming LSF helps providers to:

- Have a robust approach to identifying learners with an additional learning need.
- Ensure staff have the necessary skills to be confident in supporting learners with additional learning needs.
- Invest in resources to support learners with additional learning support needs.
- Review processes to ensure they are fit for purpose for learners with additional learning support needs – removing any unnecessary barriers and smoothing out pinch points in the process – making it a better overall experience for the learner.
- Retain learners who might otherwise struggle to complete their apprenticeship.
- Demonstrate to Ofsted how they identify and respond to individual needs and support improved outcomes for all learners.

How much LSF can be claimed?

The ESFA provides a flat £150 a month between the from and to dates specified on the ILR for LSF. That can add up to £7,200 over the duration of an apprenticeship.

For an Apprentice the payment is made directly to the provider and does not come from the levy-paying Employer's Apprenticeship Levy Account, where applicable.

Where possible, the ESFA expects the total earned from the monthly rate to be enough to cover the provider's costs.

If the cost of providing support to a learner goes above the total earned from the fixed monthly rate, and you have evidence of the excess, you can claim for this excess through the Earnings Adjustment Statement (EAS).

The learner must be 'active' for additional learning support on the last day of the month to receive LSF for that month (i.e. if you enter 30 October as the 'date applies to' on the ILR – you will not receive LSF for October).

Learning Support Funding Examples

Learning Support activities should relate back to the learner’s individual plan. We’ve included some work examples below:

Apprenticeship standard	Duration in months	Price agreed with employer	Monthly income for training	Assumed EPA cost	Completion Payment	Learning Support Duration in Months	Monthly LSF Income	Total LSF Income
Customer Service Practitioner L2	12	£4,000	£267	£480	£800	6	£150	£900
Engineering Technician L3	42	£27,000	£514	£3,240	£5,400	24	£150	£3,600
Retail Team Leader L3	12	£5,000	£333	£600	£1,000	12	£150	£1,800
Autocare Technician L2	30	£12,000	£800	£1,440	£2,400	18	£150	£2,700
Infrastructure Technician L3	12	£15,000	£1,000	£1,800	£3,000	12	£150	£1,800
Adult Care Worker L2	12	£3,000	£220	£360	£600	12	£150	£1,800

Notes:

1. Duration as per published Standard
2. Price agreed is equal to the maximum funding band as per the published Standard – employers may negotiate the Price
3. Monthly incomes is Price minus 20% Completion Payment divided by duration
4. Assumes EPA at 12% - this varies by EPAO
5. Completion payment equal to 20% of the price agreed



Improved retention = increased revenue



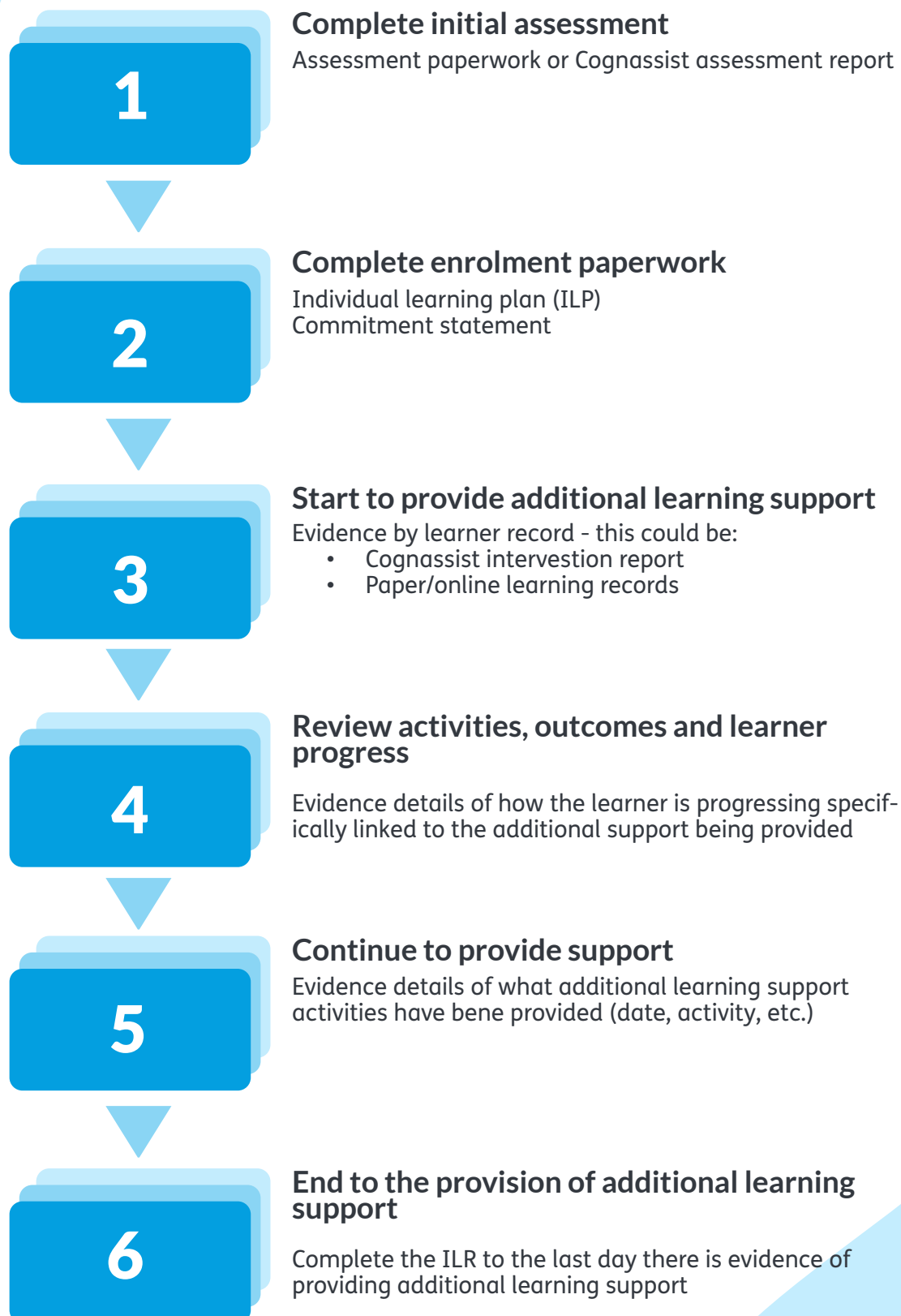
Increased completion = increased revenue



LSF = increased revenue

Remember to be clear on when and how you will gather the evidence you need to support a monthly claim for LSF.

The complete end-to-end process



LSF Evidence Pack Requirements

The Evidence Pack is particularly important and should contain all of the relevant evidence relating to the learner, including LSF. The ESFA guidance requires providers to hold details of any support needs identified, including an assessment of learning needs; details of how you will meet these needs and a record of all outcomes.

Evidence you collect at the outset of the programme

- Evidence of their initial assessment and any additional learning support needs identified (Cognassist assessment report) and determine if these are a true barrier to completing the programme and require additional support that would not be covered through the normal delivery plan.
- Evidence of the planned additional learning support (commitment letter, individual learner plan or journey, Cognassist intervention report).
- Detail on how you plan to meet these needs (Cognassist intervention report). Detail on how you will review progress (will reviews be conducted by the tutor or by dedicated or specialist members of the team).
- Confirmation that the learner accepts the additional learning support.
- Evidence of the start date of additional learning support activities.

Recommended Monthly Evidence to claim LSF

Evidence of what additional learning support has been provided to the learner for each month LSF is claimed (learner's digital learning or tracking record, Cognassist learner file, paper-based notes and records from the coach or tutor, learner's record of activities relating to the additional learning support).

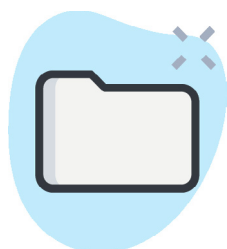
- Evidence of the reviews of the progress that the learner is making against their additional learning support learning aims/plan (this could be a phone call or a review of their learning record).
- Evidence of outcomes against the additional learning support aim/s.
- Evidence of any changes to the additional learning support (e.g. change in completion dates, breaks in providing additional learning support) aims or plan.
- Evidence of outcomes (e.g. achievement of learning aim).
- Evidence of the date additional learning support activities cease.

Auditing LSF

You will want to include LSF as an integral element of your regular internal audit activity. The best prepared training providers:

- Regularly test for how consistently their LSF processes are applied in the day to day practice of all relevant staff.
- Test for errors in meeting day-to-day requirements of the Evidence Pack.
- Share the outcomes of internal audits with the staff involved in delivering, supporting and claiming LSF.
- Ensure robust processes and good communication between the delivery team and the administration/MI team.
- Maintain a risk and issues log that specifically includes LSF.
- Act quickly to remedy errors and changes affecting eligibility for LSF where they are identified.
- Swiftly end an LSF claim where there is no evidence of additional learning support activity in any month in which LSF is claimed.
- Review their processes and practices for supporting, delivering and claiming LSF based on the findings of internal audit activity.

When the ESFA audit they may review whether your claim of LSF represents good value for money.



Test the relevance, accuracy and quality of the evidence gathered. Ensure there is evidence for each month you intend to claim LSF.



Use management information to evidence how claiming LSF improves the progress, experience and outcomes for all learners

About Cognassist

Cognassist is a unique #edtech SaaS platform focused on helping every learner reach their full potential and empowering learning providers for the future.

Digital cognitive assessments

Identify individual learning needs in 30 minutes with our award-winning neuroscience tech. Double retention rates, improve Ofsted compliance and access funding streams faster.



Personalised learner journeys

Provide essential support to every learner with over 500 media-rich learning strategies. Improve learner success rates and increase attainment.

Neurodiversity training

Join over 5,000 fully trained learning specialists. Transform success and retention rates with the latest neuroscience training.

Our growing community includes over 100 of the UK's best employers universities, colleges and learning providers

Holland & Barrett



serco

YMCA
training



WhiteHat

