

**Additional Learning Support (ALS) Costs Form 2011/12
(compulsory Form for costs over £5,500)**

This form should be used by all providers funded by the Skills Funding Agency to detail individual support costs for all learners requiring over £5,500 of support. **The form must reflect all additional costs, not just those above £5,500.**

If costs are below £5,500 and are funded from the provider's ALS allocation then providers are not obliged to complete this form. They are, however, in line with audit, required to keep records of how they supported the learners and the associated spend.

Part 1: Learner details

Provider Name <i>(please print)</i> :		
Provider UPIN:		
Name of Learner:		
Learner reference Number or ULN if available:		
Learner Date of Birth:		
Learning Programme / Learning Aim Reference:		
Start date of programme:	/	/
Start date of support if different to above:	/	/
Planned end date of programme:	/	/
Anticipated end date of support, if earlier:	/	/
Has the Learner previously had any of the following? * Yes/No (if No to all, boxes on next line leave blank) If yes please provide a copy/attach to the claim form * delete where appropriate		
Statement of Special Educational Needs (SEN) *Yes/No Date:	Section 140 *Yes/No Date:	Section 139a *Yes/No Date:
Name of provider's staff undertaking assessment:		
Please describe how the need for ALS was identified and assessed:		
Please describe how the ALS funds will be used to support the learner:		

Please complete table overleaf and then enter total cost in box below:

Please ensure that the learner is recorded accurately on fields A10 and A11 of the ILR and that their associated support costs are recorded in full on the ILR (field L31)

Total Additional Learning Support costs:

I understand that the Local Authority, YPLA/EFA or Skills Funding Agency may require additional evidence to support the above statement and the actual costs of delivery, and any inaccuracy in the statement may result in recovery of funding and civil and / or criminal proceedings. I understand and accept that the Local Authority, YPLA/EFA, or Skills Funding Agency may share this information with other government bodies for the purposes of preventing and detecting fraud.

£

Signature:	Name <i>(please print)</i>
Position:	Date / /

Part 2: Learner ALS needs identified and costed

	Cost/ hour (£)	Hours/ week (£)	Weeks/ year (£)	Cost/ year (£)
1. Pre-entry <ul style="list-style-type: none"> Home/school/college visits 				
2. At entry - Initial assessment <ul style="list-style-type: none"> General Subject specific 				
3. On-programme support <ul style="list-style-type: none"> Additional teaching Other support Reviews Progression planning / activities 				
4. Depreciation charge for capital equipment				
5. Assessment of achievement <ul style="list-style-type: none"> Exam costs 				
6. Other (<i>please specify</i>)				
Total costs <i>(this maybe left blank as long as total of 1-6 above is the same as the entry on the front sheet)</i>				

Providers are encouraged to print this as a double sided form to save printing paper costs. Providers should only print page 3 for learners where claims maybe submitted for consideration for costs in excess of £19,000.

Part 3: For costs above £19,000 only

This part only applies if the learner requires more than £19,000 of support. The following additional information is required to support such claims.

- Details of the assessment processes undertaken, including home visits, in house assessment, and external assessment. This should include details of any additional specialist assessments, such as, mobility, equipment, sensory support, dyslexia, and risk assessment, and therapies (speech and language, physiotherapy, occupational); alongside details of any involvement with and/or funding from Health and Social Care.
- Details of the learner's learning, employment, independent living, personal and social goals.
- Details of the curriculum and programme offer, including a daily timetable. This should include details of the support to be provided, such as, tuition/independent living skills, care and therapy, communication skills, social skills, transport, and details of how it will be provided (1:1, small group etc).
- Details of the planned outcomes of the of the curriculum offer (education and training, [supported] employment, improved communication, leisure, social and behavioural skills, independent living skills).
- Details of any specialist equipment costs

These requirements are based upon the principles of the *Learning for Living and Work Framework* a planning tool to enable transition options to be identified for learners with learning difficulties and/or disabilities. This document may be used to return the above information.

Providers will be expected to keep this information up to date throughout the funding year and attach copies of invoices/receipts for audit purposes.