

Guidance note: for Adult Learner Responsive Providers









Exceptional Additional Learning Support (eALS): Amounts over £19,000

Introduction

1. This document updates and reaffirms the Agency's process for administering exceptional Additional Learning Support (eALS) amounts over £19,000 which is set out in Annex A. The note also requests providers to forward eALS claims for 2009/10 academic year, using the revised 'Additional Learning Support (ALS) Costs Form (over £5,500)' at annex B, to their Account Manager as soon as possible and before **22 November 2010**.
2. This guidance is for Adult Learner Responsive (ALR) providers.

Background

3. The Skills Funding Agency has adopted the current approach to administering ALS including eALS as set out in "LSC Funding Guidance 2008/09: Principles Rules and Regulations", 'Chapter 12: Additional Learning Support: Learner-responsive Model – Funding Arrangements'. There is some variation to reflect the new organisation and responsibilities but the underpinning principles and rules remain unchanged
4. As many providers will work with funding and data for both the YPLA and the Skills Funding Agency there is a supporting principle that the process for claiming High Level (amounts between £5,501 - £19,000) and exceptional ALS are identical for both agencies. The difference being where the claims are submitted for approval and processing – to the Local Authority for young people up to 25 years and the Agency's Account Managers for adults over 25 years old.
5. The table below sets out the respective Agencies' arrangements for funding dependent on age and level of ALS for 2010/11.

	16-18	19-24	25+
No ALS		Skills Funding Agency	Skills Funding Agency
Low Level ALS up to £5,500 per learner		Skills Funding Agency	Skills Funding Agency
High Level ALS £5,501 - £19,000 per learner			Skills Funding Agency
Exceptional ALS amounts over £19,000 per learner			Skills Funding Agency
S139A/140 Learning Difficulty Assessed learner placed on Specialist Provision			

The Agencies' legal duties and funding arrangements for 19-24 year olds

6. The Skills Funding Agency is responsible for securing education for people 19 or over other than persons aged under 25 who are subject to a learning difficulty assessment. Similarly, the YPLA must secure the provision of suitable education for persons who are over compulsory school age but under 19 or who are under 25 but subject to a learning difficulty assessment (Section 139A/140).
7. Up until this August there has been no means to identify learners with a learning difficulty assessment in the Individual Learner Record (ILR). In the absence of any such data about these learners it has been agreed that funding for 19-24 year olds will be as follows:

Funded by the YPLA:

- all learners aged 19-24 who are in receipt of high level and exceptional level additional learning support (ALS) amounts over £5,500 in year either with **or** without a Section 140 or 139A Learning Difficulty Assessment

Funded by the Skills Funding Agency:

- all learners aged 19+ who are in receipt of low level additional learning support amounts below £5,500 in year either with **or** without a Section 140 or 139A Learning Difficulty Assessment
8. The duties of Local Authorities, the YPLA and the Skills Funding Agency are not affected by this arrangement which is being used solely to allocate funds to providers.

Key points to note

9. Key points to note:
 - this is not a new process for providers and aligns with previous LSC requirements and with the process Local Authorities will be undertaking for young people 16-24 years old
 - there are relatively few claims for eALS received each year but the number and the budget required to meet them has been subject to significant fluctuations year on year
 - providers need to plan in advance for adult learners' requiring exceptional levels of additional support and estimate the likely costs and resource requirements for the coming year. These need to be reviewed against the Learning for Living and Work [Framework](#) (please note the framework should be followed in principle and is not used to assess eALS claims).
 - payment for eALS for the academic year is retrospective. It is intended that payment for final eALS claims will be made by payment template by 30 November annually. The payments to be made by this date will be for learners up to the end of July 2010 i.e. 2009/10 learners.
 - a revised '*Additional Learning Support (ALS) Costs Form (over £5,500)*' is attached as Annex B.

eALS Claims for 2009/10

10. Exceptional ALS claims for 2009/10 learners can be submitted any time after the completion of the learner's programme but must be received by the last submission date for FO5, 22 November 2010.
11. The initial £19,000 of a claim will be resourced from the provider's ALR allocation, and additional payments will be made for the balance above £19,000. For example, if support needs are costed at £21,000, the provider will fund £19,000, with the remaining £2,000 coming from the centrally held eALS budget.
12. We aim to make a single payment to all providers by 30 November 2010 for claims arising from 2009/10. Claims received by the Agency after the deadline for F05 (22 November 2010) will not be considered.

Proposed eALS Process for 2010/11

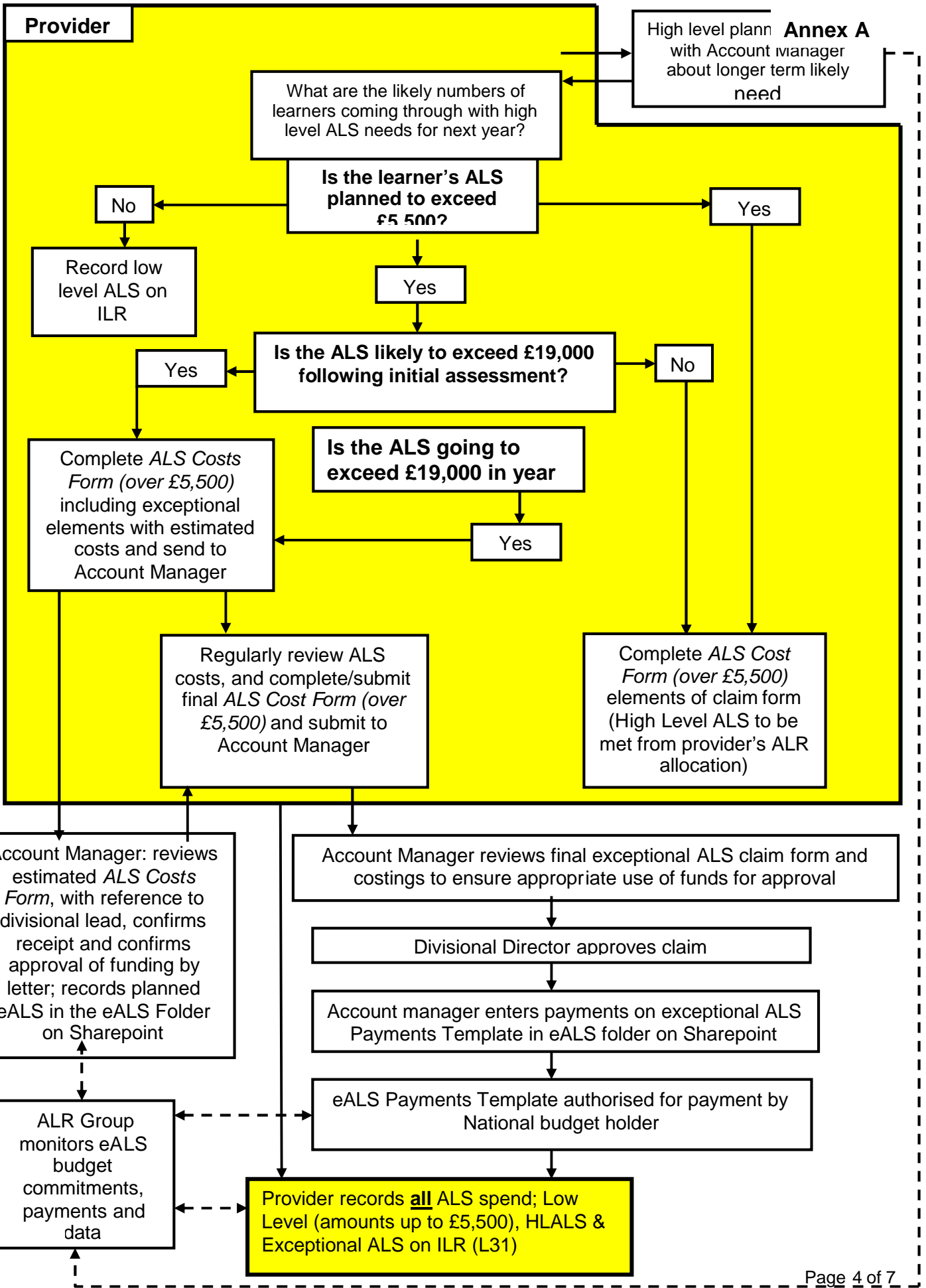
13. It is important that providers apply in advance to their account manager for specific additional financial support for learners whose ALS costs exceed £19,000. In such cases, it will be necessary to demonstrate the need for such additional support. The learners likely to require exceptional ALS are individuals with significant support needs and there will be other agencies involved in their care and support. Such learners are unlikely to be planning to participate in learning without careful consideration of their needs and the capacity to meet them.
14. Once the provider has identified such learners their ALS should be costed and the *ALS Costs Form (over £5,500)* completed and sent to their Account Manager.
15. There are some learners who will have needs that are not identified during the pre-enrolment and initial assessment stages. It is important that, as soon as these needs are identified, an assessment is carried out and the *ALS Costs Form (over £5,500)* completed and sent to the Account Manager. An individual's learning support needs may change during the programme and, if a review of that person's needs leads to a significant change in the provision being offered to them, the form should be revised.
16. The submission of the *ALS Costs Form (over £5,500)* with estimated exceptional ALS costs will act as a formal request for approval from the Account Manager. Following approval the Account Manager will send a letter to the provider confirming approval of the planned expenditure. The final claim, based on actual costs incurred during the year, must be submitted to the Agency before the final submission date for receipt of ILR data, ILR F05

ALS Costs Form (over £5,500)

17. The current *ALS Costs Form (over £5,500)* with some minor amendments will continue to be used for claims for 2009/10. Please also see "*LSC Funding Guidance 2008/09: Principles Rules and Regulations*", '*Chapter 12: Additional Learning Support: Learner-responsive Model – Funding Arrangements*' and '*Annex G: Guidance on Completing the Additional Learning Support Costs Form for Providers*'.

2011/12

18. For the next allocation round for 2011/12 providers need to anticipate enrolments arising from either developing specialised provision for these learners, new learners or existing learners who are continuing. Information about the demand for high/exceptional ALS will be essential to ensure appropriate resource is available to meet the needs of priority learners.



**Annex B:
Additional Learning Support (ALS) Costs Form 2010/11
(compulsory form for costs over £5,500)**

This form should be used by all YPLA funded providers 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 funded out of the 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 * <i>delete where appropriate</i>		
Statement of Special Educational Needs (SEN)	Section 140	Section 139a
*Yes/No	*Yes/No	*Yes/No
Date:	Date:	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 or the 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, or the 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 (LfLW)*, a planning tool to enable appropriate transition options to be identified for learners with learning difficulties and/or disabilities. This document may be used to return the above information.