Guidance for Managing Apprentice Assessments for Additional Learner Support

1. Introduction and Scope

The purpose of this document is to provide guidance and information in order to support Schools in supporting learners in need of additional support throughout the duration of their learnership programme, in line with the Department for Education (DfE) Funding Rules.

2. Steps that should be taken to support learners in need of additional support

The Funding Rules outline what steps employers and training providers should take to support learners in need of additional support to successfully complete their apprenticeship. There are a number of different funding streams to employers and training providers to support people with a learning disability or additional learning needs. These include:

- Learning Support Funding
- Excess Learning Support Funding
- Additional funding for young learners with an EHC plan
- Access to Work

Learners with additional needs are eligible for the same funding for the core costs of their training as all other learners. In addition to this, their employers and apprenticeship providers will also be able to access the funds outlined above, depending on the individual's situation. The rate of funding provided to help providers make reasonable adjustments for an individual's learning needs as part of their apprenticeship is based upon the need identified. In order to access this, the provider must undertake the following steps:

- Carry out a screening exercise at initial assessment stage to identify what support the learner needs;
- Where the screening exercise identifies potential learning difficulties a further detailed assessment must be undertaken to assess the level of need. This further assessment is not eligible for funding
- Deliver support and review the leaner's progress/continuing needs;
- Record and gather appropriate evidence to show that support has been given and relevant outcomes are recorded;
- Report in the Individualised Learner Record (ILR) that the learner has a learning support need and what that support need is.

If it is identified that learners are in need of additional learner support, then Schools are required to take steps to ensure that this is provided in conjunction with DASS and that the required reasonable adjustments are made.

Funding is claimed via the ILR and the evidence must be kept in the apprentice's Evidence Pack.

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Version	Date	Reason for change
1.0	July 2021	Creation and approval by TLSG
1.1	June 2025	Minor amendments to comply with updates to funding rules, including introducing an initial screening exercise to the process and to clarify the position that further assessments are not eligible for funding

Document control box	
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Related Procedures and Guidance:	• University of Manchester Assessment Centre (UMAC) • Disability Advisory and Support Service website
Policy owner:	Director of Student and Academic Services
Lead contact:	Teaching and Learning Officer (Policy and Procedure) *For any queries or questions relating to this document, please direct your email to teaching-policy@manchester.ac.uk*