

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 apprentices in need of additional support throughout the duration of their apprenticeship programme, in line with the Education and Skills Funding Agency (ESFA) Funding Rules.

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

The [ESFA Funding Rules for Apprentices](#) outlines what steps employers and training providers should take to support apprentices in need of additional support to successfully complete their apprenticeship. The ESFA provide 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 apprentices with an EHC plan
- Access to Work

Apprentices with additional needs are eligible for the same funding for the core costs of their training as all other apprentices. 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 by the ESFA 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 an assessment to identify what support the apprentice needs;
- Deliver support and review the apprentice'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 apprentice has a learning support need and what that support need is.

In order to access this funding under the requirements of the ESFA, Schools should engage with the University of Manchester Assessment Centre (UMAC). Schools should note that there is a fee of £200 per assessment which needs to be paid via journal transfer on receipt of the assessment report.

If it is identified that apprentices are in need of additional learner support, then Schools are required to take steps to ensure that this is provided, either in conjunction with DASS or via UMAC, 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.

3. University of Manchester Apprentice Assessments – Process of Referral

When seeking additional learning support for apprentices, the following process should be followed:

- School seeks consent from the apprentice to refer via email.
- Complete a [referral](#) form for each learner to be put forward for a UMAC assessment and send securely to assessments@manchester.ac.uk.
- UMAC will contact the student to arrange a convenient time for the assessment to take place; the appointment will either be in person or remote depending on the student's choice.
- The appointment date will be within 15 working days of UMAC being able to contact the apprentice and offer an appointment. If apprentice availability means this is not possible, an appointment will be offered at a convenient time and the School Apprentice Disability Coordinator will be informed.
- The Assessor will under normal circumstances be either The Senior Assessment Service Coordinator or one of the DSA Support Advisors.
- On completion of the assessment, the Senior Assessor will send the completed report to the School and Schools should then take steps to make payment via journal transfer

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Related Procedures and Guidance:	<ul style="list-style-type: none"> • University of Manchester Assessment Centre (UMAC) • Disability Advisory and Support Service website 	
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Lead contact:	Teaching and Learning Manager (Policies and Degree Apprenticeships), Teaching and Learning Delivery, Division of SAS <i><u>For any queries or questions relating to this document, please direct your email to teaching-policy@manchester.ac.uk</u></i>
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