



Learning Support Policy

Most recent update: 10 September 2025

Scope

Learning Support is available to meet the cost of putting in place a reasonable adjustment, as set out in the Equality Act 2010, for learners who have an identified learning difficulty or disability to achieve their learning goal.

Learning Support may not be used to deal with everyday difficulties not directly associated with a participant's learning on their programme; it is designed to ensure that reasonable adjustments can be made to help learners achieve their aims.

Purpose

Cheshire West and Chester's (CW&C) adult education Learning Support funding has two distinct stages.

The first stage is to ensure that learners are eligible to receive Learning Support so that funding can be drawn down from the Adult Skills Fund (ASF).

Once eligibility is evidenced, the second stage is to draw down from the ASF via the Individualised Learner Record (ILR) to cover the costs incurred. For example this could cover additional staffing in a classroom or specialist classroom equipment. This second part of learning support allows additional or exceptional costs to be covered; full details in the [ASF funding rules](#).

It must be noted that all council provision – both direct delivery and provided by sub-contracted partners – incorporates learner and learning support as part of core delivery regardless of this policy; there is an expectation that all learners are supported to achieve their learning goal regardless of additional funding.

Process

In order to ensure learners are eligible to draw down ASF learning support funding, tutors (or other assessors) must ensure that:

- a thorough assessment has taken place to identify the support the learner needs
- they have recorded the outcome of the assessment on both the learners ILP (or learner file) and the Learning Support form
- they record evidence of the planned and actual support given on both the ILP (or learner file) and the Learning Support form
- the learner has either declared a disability or learning difficulty or they have declared on the Learning Support form that they consider the learner to have an undisclosed disability or learning difficulty and have given their reasons for this declaration

Centre or sub-contracted partner managers submit the completed Learning Support form to apply for funding for the additional or exceptional support funding required. This form will then be considered by the Skills and Employment management team. They will consider the need, cost and





whether the provider has provided learner eligibility paperwork to draw down ASF learning support that year.

Further information can be found on [our website](#) in the following related documents:

- Learning Support Claim Procedure
- Learning Support Eligibility Form