

Learning Support Policy

Most recent update: 02 April 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 that are not directly associated with a participant's learning on their programme but 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 parts. The first part is to ensure that learners are eligible and are receiving learning support so that funding can be drawn down from the ESFA against that learner. It must be noted that all council provision - both contracted and directly delivered - includes 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.

If a learner is eligible for learning support and the evidence is provided, then funding is drawn down from the ESFA via the ILR to cover the costs incurred. This second part of learning support allows additional or exceptional costs to be covered. For example this could cover additional staffing in a classroom or specialist classroom equipment. In this way funding may be drawn down from eligible learners whose needs are being met through core funding and could be brought together with other learning support funds to meet the higher cost needs of another learner or learners.

In order to ensure learners are eligible to draw down ESFA 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 CW&C Adult Education 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.

Providers or centre 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 and the cost and if the provider has provided learner eligibility paperwork to draw down ESFA learning support that year.

A flow chart diagram (PP12a) illustrating the claim procedure and the Learning Support form (PP12b) are available on the Skills and Employment team's [Policies and Procedures web page](#).