



## Learning Support Funding - an essential guide to submitting and evidencing a claim

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## About this guide

If you're registered for ESFA funding, you can draw down funding of £150 per learner per month to support learners with additional learning needs, but what are the requirements and how do you submit, and evidence, a claim?

At Cognassist we understand the challenges that providers face in claiming LSF so we've worked with Jaine Bolton, funding expert, to produce a step-by-step guide.

This booklet is for organisations who are considering submitting a claim. It may also be useful for others who are unsure of the process or who simply want to know more about supporting learners with additional learning needs.

Find out all the LSF essentials you need to know in this accessible guide where we'll cover the essentials of submitting a claim, how much can be claimed, completing the ILR, evidence packs, auditing and more.

**Provide clear guidance on what evidence needs to be gathered at each stage of the process to support the LSF claim**

**Specifically map all of the processes relating to claiming LSF**

**Retain all information relating to additional learning support in the evidence pack for the learner**

## About the author

Having worked in the education and training sector for 30 years, including five years as a Senior Director with the National Apprenticeship Service, Jaine has in-depth knowledge of policy and first-hand experience of best practice.

Jaine's knowledge has been built from the ground up and she has worked on numerous local and national projects and programmes. Jaine now works with a range of employers, training providers and colleges supporting them to develop strategies and implement plans to achieve their apprenticeship ambitions.

**Users of Cognassist report an increase in the number of learners with an identified need from 8% to 24% when using Cognassist**

**Cognassist helps learning providers identify, support and fund learners with additional learning needs.**

### Key facts

- ▲ Over 50 clients
- ▲ 20,000+ learners supported
- ▲ 2,000+ staff trained

**Record what additional learning support interventions and activities have been provided to the learner each month**

## Why claim LSF?

Where learners receive additional learning support tailored to their specific needs it enables them to effectively participate, progress, and ultimately complete their apprenticeship and succeed in their chosen career.

Claiming LSF helps providers to:

- ▲ Have a robust approach to identifying learners with an additional learning need .
- ▲ Ensure staff have the necessary skills to be confident in supporting learners with additional learning needs.
- ▲ Invest in resources to support learners with additional learning support needs.
- ▲ Review processes to ensure they are fit for purpose for learners with additional learning support needs – removing any unnecessary barriers and smoothing out pinch points in the process – making it a better overall experience for the learner.
- ▲ Retain learners who might otherwise struggle to complete their apprenticeship.
- ▲ Demonstrate to Ofsted how they identify and respond to individual needs and support improved outcomes for all learners.



While it's a relatively modest amount each month, over the duration of an apprenticeship (which can last from between 12 and 48 months) LSF can add up to a significant sum - LSF for the same duration would be between £1,800 and £7,200.



Learning Support Funding (LSF) is provided by the ESFA to help providers to work flexibly and provide support to meet the needs of learners with an identified learning difficulty and/or disability. This will enable these learners to achieve their learning goal

Learning Support activities should relate back to the learner's individual plan



## How much LSF can be claimed?

- ▲ The ESFA provides a flat £150 a month between the from and to dates specified on the ILR for LSF.
- ▲ The payment is made directly to the provider and does not come from the levy-paying Employer's Apprenticeship Levy Account, where applicable.
- ▲ The ESFA expects the total earned from the monthly rate to be enough to cover the provider's costs.
- ▲ If the cost of providing support to a learner goes above the total earned from the fixed monthly rate, and you have evidence of the excess, you can claim for this excess through the Earnings Adjustment Statement (EAS).
- ▲ The learner must be receiving additional learning support on the last day of the month to receive LSF for that month (i.e. if you enter 30 October as the 'date applies to' on the ILR - you will not receive LSF for October).

## Learning Support Funding Examples

Apprenticeship Standard	Duration in Months <sup>1</sup>	Price Agreed with Employer <sup>2</sup>	Monthly Income for Training <sup>3</sup>	Assumed EPA Cost <sup>4</sup>	Completion Payment <sup>5</sup>	Learning Support Duration in Months	Monthly LSF income	Total LSF Income
Customer Service Practitioner L2	12	£4,000	£267	£480	£800	6	£150	£900
Engineering Technician L3	42	£27,000	£514	£3,240	£5,400	24	£150	£3,600
Retail Team Leader L3	12	£5,000	£333	£600	£1,000	12	£150	£1,800
Autocare Technician L2	30	£12,000	£800	£1,440	£2,400	18	£150	£2,700
Infrastructure Technician L3	12	£15,000	£1,000	£1,800	£3,000	12	£150	£1,800
Adult Care Worker L2	12	£3,000	£220	£360	£600	12	£150	£1,800



### Notes:

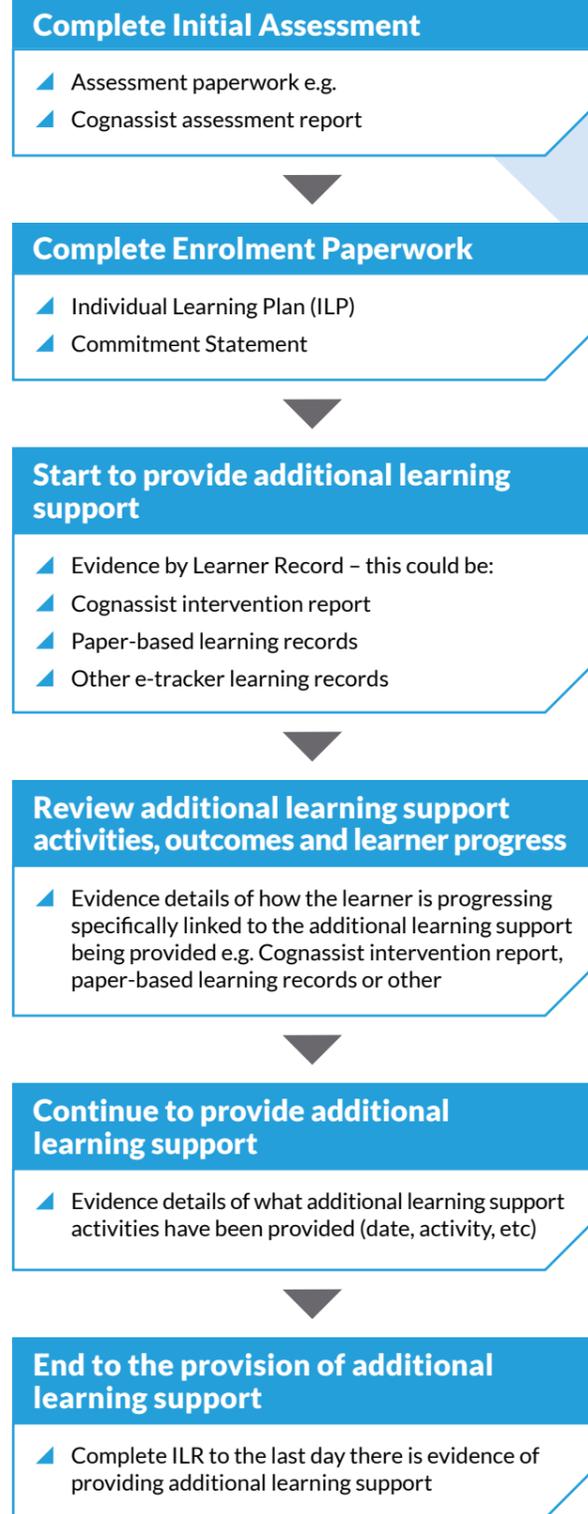
1. Duration as per published Standard
2. Price agreed is equal to the maximum funding band as per the published Standard - employers may negotiate the Price
3. Monthly incomes is Price minus 20% Completion Payment divided by duration
4. Assumes EPA at 12% - this varies by EPAO
5. Completion payment equal to 20% of the price agreed

### Key:

Improved retention = increased income	Increased completions = increased income	LSF = increased income
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Be clear on when and how you will gather the evidence you need to support a monthly claim for LSF

## The complete end-to-end process



# Report in the ILR that the learner has a learning support need

Enter code LSF1 in the Learning Delivery Funding and Monitoring field

Enter the corresponding dates in the 'Date applies from' and 'Date applies to' fields

## Example:

A learner has a learning aim start date of 1 September in the current year and the learner is in receipt of LSF for two months. A Learning Delivery FAM record will be recorded with a FAM type of LSF, the 'Date applies from' will be recorded as 1 September, and the 'Date applies to' will be 31 October.

If the learner received LSF a month later, and is in receipt of the funding for three months, a second Learning Delivery FAM record of type LSF will be recorded with a Date applies from 1 December, and a Date applies to 28 February.

## Where to find the ESFA guidance:

The ILR Provider Support Pack 2018-2019 provides all the published information on making a claim for Learning Supporting Funding. It can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/728764/ProviderSupportManual\\_18\\_19\\_v1.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/728764/ProviderSupportManual_18_19_v1.pdf)

The ESFA also issued a Funding Rules Summary of Changes in June 2018. The document can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/733039/1819\\_Funding\\_Rules\\_Summary\\_of\\_Changes\\_1.0.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/733039/1819_Funding_Rules_Summary_of_Changes_1.0.pdf)

The Provider Support Manual 2018 to 2019 provides information on the coding to be used on the ILR. It can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/728764/ProviderSupportManual\\_18\\_19\\_v1.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/728764/ProviderSupportManual_18_19_v1.pdf)



# LSF Evidence Pack Requirements

The Evidence Pack is particularly important and should contain all of the relevant evidence relating to the learner, including LSF. The ESFA guidance requires providers to hold details of any support needs identified, including an assessment of learning needs; details of how you will meet these needs and a record of all outcomes.

## Evidence you collect at the outset of the Apprenticeship Programme

- ▲ Evidence of their initial assessment and any additional learning support needs identified (Cognassist assessment report)
- ▲ Evidence of the planned additional learning support (commitment letter, individual learner plan or journey, Cognassist intervention report)
- ▲ Detail on how you plan to meet these needs (Cognassist intervention report). Detail on how you will review progress (will reviews be conducted by the tutor or by dedicated or specialist members of the team)
- ▲ Confirmation that the learner accepts the additional learning support
- ▲ Evidence of the start date of additional learning support activities

## Recommended Monthly Evidence to claim LSF

Evidence of what additional learning support has been provided to the learner for each month LSF is claimed (learner's e-learning or e-tracking record, Cognassist learner file, paper-based notes and records from the coach or tutor, learner's record of activities relating to the additional learning support)

- ▲ Evidence of the reviews of the progress that the learner is making against their additional learning support learning aims/plan (this could be a phone call or a review of their learning record)
- ▲ Evidence of outcomes against the additional learning support aim/s
- ▲ Evidence of any changes to the additional learning support (e.g. change in completion dates, breaks in providing additional learning support) aims or plan
- ▲ Evidence of outcomes (e.g. achievement of learning aim)
- ▲ Evidence of the date additional learning support activities cease

Test the relevance, accuracy and quality of the evidence gathered. Ensure there is evidence for each month you intend to claim LSF

Use management information to evidence how claiming LSF improves the progress, experience and outcomes for all learners

## Auditing LSF

You will want to include LSF as an integral element of your regular internal audit activity. The best prepared training providers:

- ▲ Regularly test for how consistently their LSF processes are applied in the day to day practice of all relevant staff
- ▲ Test for errors in meeting day-to-day requirements of the Evidence Pack
- ▲ Share the outcomes of internal audits with the staff involved in delivering, supporting and claiming LSF
- ▲ Ensure robust processes and good communication between the delivery team and the administration/MI team
- ▲ Maintain a risk and issues log that specifically includes LSF
- ▲ Act quickly to remedy errors and changes affecting eligibility for LSF where they are identified
- ▲ Swiftly end an LSF claim where there is no evidence of additional learning support activity in any month in which LSF is claimed
- ▲ Review their processes and practices for supporting, delivering and claiming LSF based on the findings of internal audit activity

When the ESFA audit they may review whether your claim of LSF represents good value for money.

## About Cognassist

Cognassist is a unique education solutions business focused on helping neurodiverse learners and their education providers succeed. Together with neurodiversity experts, we've created the sector's most sophisticated digital assessment tool - identifying neurodiversity in under 30 minutes. Our online courses then provide appropriate training, unlocking additional funding, and improving learner outcomes.

We create opportunity for learners by assessing their additional learning needs and providing them with targeted learning materials to support them in their learning.

We create opportunity for apprenticeship and work-based learning providers by enabling them to identify, support and fund those with additional learning needs.

Our unique combination of analysis and expertise delivered through innovative technology is designed to help providers and their learners achieve more. Together, we help them both succeed.

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