	Anna Lee	
	Learning Services Governing Body	
	22 <sup>nd</sup> September, 2022	
1 <sup>st</sup> August, 2023		
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Level 2. For these programmes, support is considered separately to this policy and guidance. Please contact us for more details. For Advanced Learner Loans, the bursary scheme is used to support the provision of reasonable adjustments and is covered within that section of this policy.

## 1.3 How decisions are made

Applications to all bursary funds will be overseen by the Participation Support Officer and decisions about awards will be made with the approval of the relevant member of the Learning Services Worcestershire management team.

Decisions about which applications are supported and to what value will be made based on each



- 7) If there is a high demand on the funds, awards may be given at a reduced rate.
- 8) Funding support awards are always conditional on learners remaining on the course, maintaining good attendance, actively participating and making reasonable progress. For the purposes of financial support, good attendance is considered to be attendance in full at 85% or more of the available sessions. Where learners consistently arrive late or leave sessions early, this will be taken into account when considering their entitlement to continue receiving financial support.
- 9) If a learner does not meet the minimum attendance rate then award payments may be suspended or refused. However, the learner will be provided with an opportunity to submit any extenuating circumstances for consideration.
- 10) Funding support awards are also conditional on learners complying with the Learning Services Worcestershire code of conduct, and that of any subcontrro 88 0 1 104.54 550 G(b)5 542.11 Tml3BT1.04 T



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If your eligibility has been confirmed and you are accessing, or will be accessing, 16-19 Education with Learning Services Worcestershire then you may also be eligible for financial support alongside your programme.

# 2.1 Bursary Elements

There are three funds within the 16-19 Bursary that applications can be made to:

- 1) 16-19 Vulnerable Learner Bursary
- 2) 16-19 Discretionary Bursary
- 3) 19-24 Discretionary,



This support is based on household income and can support a need which arises at any time during your programme, resulting from a sudden change in circumstances such as redundancy in the family, a sudden drop in income or family breakdown, etc.

Each application is income-assessed and based on relevant financial need. The amount of the bursary award will be determined by your individual need and the funds available. You may be assisted with:

- Transport
- Stationery and equipment
- Lunch
- Oothing for work experience



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If your eligibility has been confirmed and you are accessing, or will be accessing, a 19+ qualification at Level 2 or below with Learning Services Worcestershire then you may also be eligible for financial support alongside your programme. You may also be eligible if you are aged 19-23 and are accessing a



- Letter of confirmation from your local council detailing any Housing or Council Tax benefit
- Letter of confirmation regarding DLA or PIP or Ca
- Previous 3 months of Universal Credit award notice
- Copy of P60 or audited accounts, if self-employed

### 3.2 Principles of support

If you raise a need for additional support to access learning, the Learning Services Worcestershire Participation Support Officer, or another representative of the team, will speak with you to discuss your needs. Wherever possible, solutions that do not require an application for financial support to the Discretionary Learner Support Fund will be identified and implemented. These may be solutions such as moving you to a course at a more accessible location and/or supporting online access to reduce the burden of travel, registering you with the Good Things Foundation Databank to aid online connectivity, or assisting an application for childcare funding.

In all cases, Learning Services Worcestershire are obliged to ensure that all appropriate support is being accessed from other sources, prior to awarding Discretionary Learner Support. For example,

make an application to DLSF in order to access the part-time courses we offer - see Childcare Choices.

Decisions will also reflect the most cost-effective and suitable way of meeting an identified need. For example, if you require support with travel then we will give consideration to the length of the journey you need to take and things such as whether single-ticket reimbursement or provision of a bus pass is most appropriate also taking into consideration the staff time which would be involved in processing different methods of support.

Where financial support is provided by Learning Services Worcestershire, it is your responsibility to tell the Department for Work and Pensions about the Learner Support Funding you receive, as payments may affect your eligibility for state benefits.

### 3.3 Award values

Annual allocations will be made aligned to household income bands as follows:

A	-	-
В	Below £19,999	£1,320
С	£20,000 to £24,999	£1,200
D	£25,000 to £29,999	£1,080

The above allocations are based on a full-time, full-year programme of 30 weeks or more. Most Learning Services Worcestershire qualifications at 19+ are studied on a part-time basis. Therefore allocations are based on a pro-rata amount (with the actual amount dependent on the specific financial needs you have).



More than one application may be submitted (to allow for changes in circumstances throughout the year) and all requests for financial assistance will be considered. However, it may not always be possible to allocate funding.



• Your loan must have been approved by the Student Loans Company and you must have passed what is



#### 4.4 Award values

Annual allocations will be made aligned to household income bands as follows:

A	-	-
В	Below £19,999	£1,320
С	£20,000 to £24,999	£1,200
D	£25,000 to £29,999	£1,080

The above allocations are based on a full-time, full-year programme of 30 weeks or more. Most Learning Services Worcestershire qualifications at 19+ are studied on a part-time basis. Therefore allocations are based on a pro-rata amount (with the actual amount dependent on the specific financial needs you have).

More than one application may be submitted (to allow for changes in circumstances throughout the year) and all requests for financial assistance will be considered. However, it may not always be possible to allocate funding.



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Any financial assistance provided for childcare is only available for the timetabled hours of your course. To claim support, you must be using an Ofsted-registered childcare provider and not be in receipt of childcare support from any other agency.

