

APPRENTICESHIP WORKFORCE DEVELOPMENT PROGRAMME

Additional Learning Support (ALS) Support Process Guide

**Activate Apprenticeships Practitioner
Improvement Project**

OCTOBER 2023

Created By:



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Activate Apprenticeships ALS Support Process

Guide: A quick guide to the ALS process and claiming ALS funding



Enrolment and Initial Assessment – Welcome and Success Team

- Learner states Education, Health Care Plan (EHCP) / Additional Learning Needs (ALN) self-declaration on application.
- Enrolment Coordinator completes the Initial Assessments (Century/BKSB) with Learner and passes on to Performance Coach (PC) for Pre-Induction Interview

Pre-Induction Interview and Writing Task – Performance Coach

- PC completes robust Pre-Induction Interview and administers Handwritten Assignment
- PC returns this to Enrolment Coordinator who forwards to Group Learning Support (GLS) for decision on ALS

- Enrolment Coordinator completes remaining Enrolment Paperwork and informs PC once completed

Diagnosis – GLS SENCO

- GLS SENCO makes decision on support and ALS funding and communicates outcome to the PC

Creating the Support Plan – Performance Coach

- PC schedules Induction and extra time to complete Learning Support Plan with Learner on Promonitor

Delivering the Support – Performance Coach to deliver or facilitate

- PC then delivers support or arranges for Specialist GLS FS tutors to give the support as needed.
- PC records support given on Promonitor and Excel spreadsheet
- If Learner completes the aim for which ALS Funding is being claimed then PC must inform GLS that the ALS requirement has been met and that funding is no longer required.

Monthly Learning Review

- PC to conduct Monthly Learning Review using form on Promonitor – Learner must consent to ongoing support and funding claim – no review or consent in any month means funding stops or will be clawed back.

Funding Claim procedures

- PC logs support on Promonitor and completes Monthly Learning Review
- PC logs hours of support given on Excel spreadsheet.
- GLS Administrator uses this data to populate Espirals claim form for ALS funding.

- Funding is paid by ESFA and divided between GLS and Apprenticeships Team

Examination Access

- Evidence of ALS Diagnostics, Learning Support Plan and ongoing support is required to evidence any Reasonable Adjustments in Exams – such as extra breaks, or Entitled Exam Access arrangements such as a scribe, reader, or extra time. GLS will advise the PC as to whether sufficient evidence is in place for Exam Access arrangements to be agreed upon.
- PC books the exam with Awarding Body using evidence provided from GLS as needed.

Prepare for EPA

- Evidence of ALS Diagnostics, Learning Support Plan and ongoing support is required to evidence any Reasonable Adjustments with End Point Assessing Organisation. PC to liaise with GLS for guidance on a case-by-case basis.
- PC books / informs Welcome and Success of agreed EPA Access arrangements and communicates these to Learner / Employer
- PC informs GLS once Learner enters Gateway to cease claiming funding monthly – PC conducts final Learning Review on Promonitor.

Completion of Learning

- Once EPAO notifies PC of successful completion then PC must notify GLS to ensure the ALS Funding Claim is closed down.
- Don't forget – ALN Funding is not available for learners that are PPED.

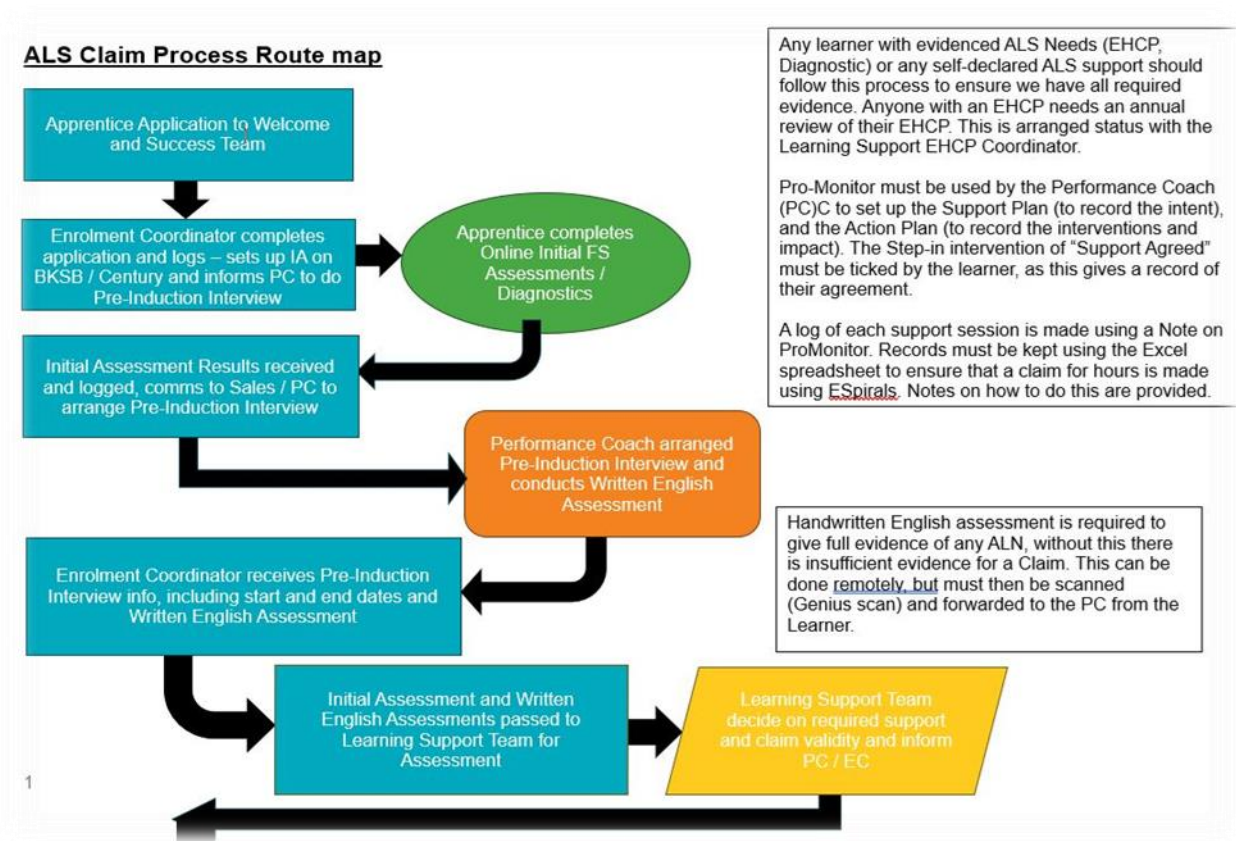
Process Summary

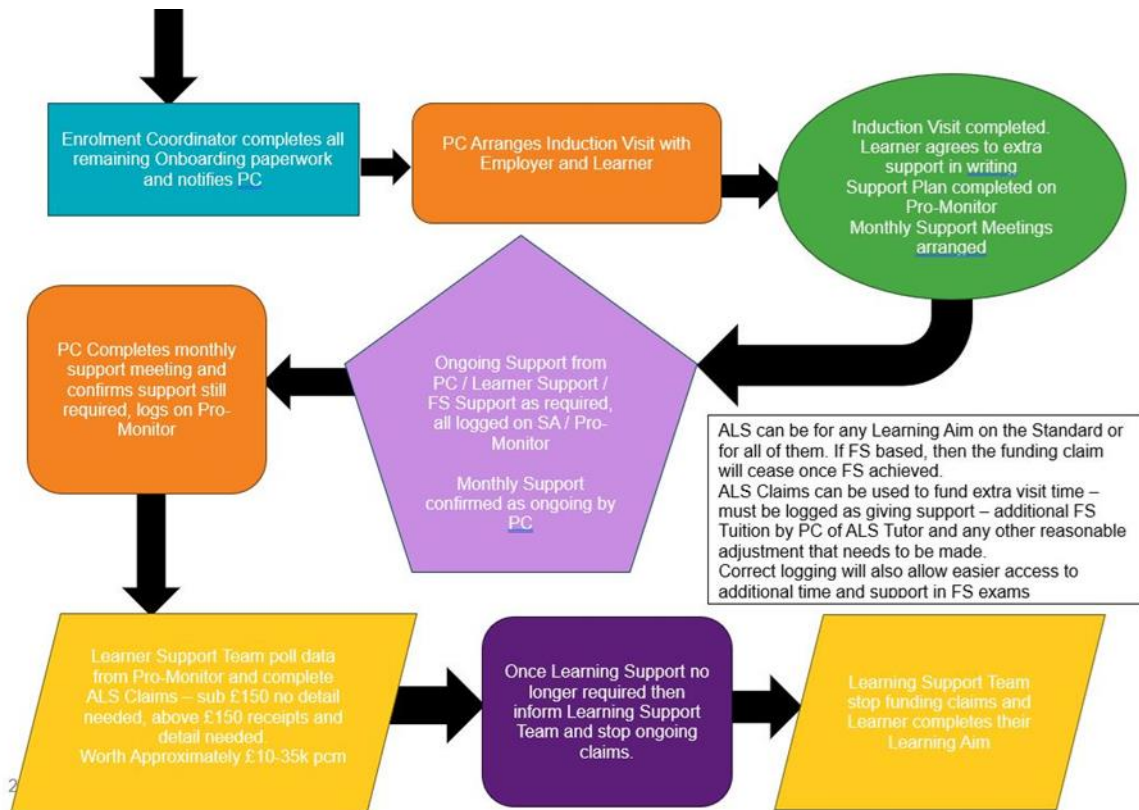
- Learner states EHCP or self-assessed ALN declaration on Application

- Welcome and Success Team complete the IA's and pass to PC for Pre-Induction Interview
- PC completes Pre-Induction interview, gathers details of ALN and learner completes handwritten writing exercise.
- ALN evidence is passed to Learning Support where a qualified SENCO makes the funding decision – Group Learning Support team complete first £150 ALS claim for the diagnostic process.
- Enrolment Coordinator completes Enrolment and passes the Learner to the PC to book Induction.
- PC completes Induction visit and completes the Learning Support Plan on ProMonitor
- PC can book FS 121 ALS support through Group Learning Support Team where Learner is unable to use Lifeskills or individual support from the PC to complete their FS.
- Monthly PC gives support as required, noting the additional hours of ALS as opposed to a visit without ALS – this is needed to make the claim.
- Monthly PC completes Learning Support 'Review' and agrees support is ongoing with Learner.
- Monthly PC completes recording of ALS provided on ProMonitor using new form – this can be also added to the ALS tab on SA
- Monthly PC logs the hours of ALS given on the Excel Spreadsheet for the Group Learning Support Team to claim on Espirals

- FS Exams - Exam Access Arrangements can be arranged through Group Learning Support Team, could include extra breaks, additional time, different format of test papers, a Scribe or Reader as required.
- When ALS is no longer required – due to completion of the Learning Aim that needed support (FS) or completion of the Apprenticeship Gateway – PC notifies the Group Learning Support Team who will close down the funding.
- Gateway – PC and Group Learning Support work together to ensure any Reasonable Adjustments are made known to the EPAO and evidence required is available.

Funding Route Map





PROMONITOR INSTRUCTIONS – SharePoint – Our Systems - Promonitor

Create a Tutor Group

promonitor Tutor Group ▾ Progress Reviews & other reports ▾ Maintenance ▾

Search Utilities

Create a Tutor Group

A Tutor Group is a grouping of students irrespective of their programme of study. Tutor Groups are primarily used for (but not limited to) pastoral groups, groups for non teaching staff and extra curricular activities.

Code:

Title:

Is Protected: ☒ (If ticked, the Importer will not add or remove students from this group.)

Is Hidden On ILP: ☐ (If ticked, this group will not be displayed on the Student ILP)

Save

Code and Title should be the same – ALS Learners ‘Your Name’

Search and Add Learners

Search select and then Add Selected Students To amend once created use the Student Maintenance option.

A quick guide to the ALS process and claiming ALS funding

The screenshot shows the 'Students' page in the Promonitor system. At the top, there's a navigation bar with 'Tutor Group', 'Progress Reviews & other reports', and 'Maintenance'. A search bar and 'Utilities' link are on the right. The main heading is 'Students' with a sub-heading 'Training Apprenticeships (Apprenticeship Training files)'. A yellow box contains instructions: 'Use the Search Students filter to search for Students. Enter part or all of the surname to find a student. The more information you enter into the search fields, the more precise the search will be. For more information about searching see the Help. Select the Students to be added into this Tutor Group and press 'Add Selected Students'.' Below this is a table with columns: Student Ref, Name, Date Of Birth, Gender, and Is Main Tutor Group?. A 'Main Tutor Group action:' dropdown menu is set to '--Select Action--'. A 'Search Students' section has a 'Filter Options' dropdown and four input fields: 'Student Ref', 'Surname', 'Forenames', and 'Student Group Code', followed by a 'Search' button.

Complete Additional Learning Support Action Plan

Click on Student Name to access their Promonitor file

Create and Save the Support Plan then re-enter and complete the details – use Step-In Intervention to record support given at each visit – can be accessed here and on Transition Support Meeting and Support Review options.

The screenshot shows the 'Support Plan' form for a student named Oliver Akers. The top navigation bar includes 'My Information', 'My Progress', 'Support Needs', 'Meetings & Comments (Notes)', 'Miscellaneous', and 'Custom Pages'. The form title is 'Support Plan' with a sub-title 'Standard (21041223)'. A section titled 'Overview of support needs' contains several input fields: 'Support providers: choose from: Learning Support, Student Support, Learning Support and Student Support, Autism Centre, Faculty Support or APC (Apprenticeship Performance Coach)', 'Named Support Lead', 'Additional Support Person', 'Support at secondary school / previous college / in the past', 'Has been reviewed for current academic year', and 'Review date'. Below these are checkboxes for 'Increased needs', 'High needs funding agreed', 'Looked After Child / Care Leaver / Young Carer', and 'English Additional Language'. A 'Support Needs' section follows, with a prompt 'select one or more' and a grid of checkboxes for various needs: Safeguarding, Behaviour and Attendance, Medical (health) condition, Cognitive and/or learning need, Communication and Interaction, Personal Care, Previous exam arrangements, Mental Health condition, Sensory and/or physical disability, and Education/Health/Personal Plan.

A quick guide to the ALS process and claiming ALS funding

STEP-IN Interventions

Created On	Created By	Intervention	Duration	Further description of intervention	Note Order	
Sep 11 2023, 14:29:22	Suzanne Read	FAC - Extend Learning			1	
Sep 13 2023, 12:36:58	Suzanne Read	APP - Additional Support with Performance Coach (PC)			2	

[Add New](#) 2 row(s)

Support needs additional information

Support Needs Additional Information

Additional actions

Please tick one or more boxes

Faculty to write medical risk assessment (PRA)	☐	Faculty to write Personal Emergency Evacuation Plan (PEEP)	☐
Student Support to write Safeguarding risk assessment	☐	Faculty to read EHCP and work with GLS to write SMART targets	☐
Exam Access Arrangements referral	☐		

[Save](#)

Create and Complete Learner Transition Review and Tick Learner read and accepts for each Support Visit

Use 'Step in Interventions' to detail specific support given at each meeting, what is working and what needs to be changed – set support targets for next visit

Transition Support
Standard (21041223) Oliver Akers

Meeting Type: Transition Support [Change](#) Meeting Category: Learner Support

Meeting Date: 12/09/2023 Time: hh:mm Duration (mins):

☐ Complete ☐ Cancelled ☐ Pin Meeting

Location:

Reason for Meeting: Regular Meeting

Link to Enrolment: --Select--

Link to BKS B Course: --Select--

Reviewed By: Suzanne Read (SREAD2) [Select Me](#)

☐ Include in Non-Timetabled EEP Hours ☐ Read and Agreed By Student

[Save](#)

Attendees / Circulation List

Role Type	Name	Role	Informed	Attended	Notes
Student	Oliver Akers (21041223)	Student	☐	☐	
Staff	Suzanne Read (SREAD2)	Organiser	☐	☐	

2 row(s)

[Send Notification Email](#) [Quick Add](#) [Custom Add](#)

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SAVE

SMART Targets

SMART: Specific, Measurable, Achievable, Relevant and Time based.

Filter Options - Category: "none"

Add New

Any record with a due date in the past and a status of either 'To Be Reviewed' or 'Reviewed' will have the status highlighted as overdue.

Comments

Comments resulting from this meeting

Add New

No Records

Linked Documents

Document Name	Description
No Records	Add New

Complete 'Support Review' – 1 per Term – do in addition to Formal Reviews

The screenshot shows the 'Support reviews' page in the 'promonitor' system. The page has a navigation bar at the top with links like 'My Information', 'My Progress', 'Support Needs', etc. The main content area is titled 'Support reviews' and includes a sub-header 'Standard (21041223)'. Below this, there are four text input fields for 'Phase 1 review', 'Phase 2 review', 'Phase 3 review', and 'Annual review for learner with EHCP'. Each field has a 'Text input' label. Below these fields is an 'Audit Trail' link. At the bottom, there is a section titled 'Review of STEP-IN Interventions' which contains a table with the following data:

Created On	Created By	Intervention	Review notes
Sep 11 2023, 13:49:07	Suzanne Read	FAC - Extend Learning	
Sep 11 2023, 13:43:51	Suzanne Read	FAC - Extra time to process (in class)	

An 'Add New' button is located at the bottom right of the table.

Complete Spreadsheet – use Team 1 Tab

All fields must be completed except the final one – which GLS will complete once they have added the Support Session to the ESPIRALS System for ALS Claim

A quick guide to the ALS process and claiming ALS funding

Excel Apprenticeship drop in and misc support tracking 2023+24

Search (Alt + Q)

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Table Design

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General \$.00 %

	A	B	C	D	E	F	G	H	I	J	K
	Staff name	Date (dd/mm/yy)	Start time - 24h format	Apprentice ID number	Apprentice name and surname	Does Apprentice have an EHCP?	Session length (minutes)	Ratio	Support type	On eSpirALS?	
1	Rebecca Bradley	15/09/2023	09:30:00	99999991	Martin Cooper	No	120	1:1	In person - at workplace		
2	James Smith	20/09/2023	10:00:00	99999991	Martin Cooper	No	60	1:3	In person - on campus		
3	James Smith	20/09/2023	10:00:00	99999992	Sonia Thomas	Yes	60	1:3	In person - on campus		
4	James Smith	20/09/2023	10:00:00	99999993	Ahmed Khan	No	60	1:3	In person - on campus		
5	James Smith	20/09/2023	11:15:00	99999992	Sonia Thomas	Yes	30	1:1	In person - on campus		
6	Please delete samples above when start to record										
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TEAM 1 TEAM 2 TEAM 3 TEAM 4 TEAM 5 TEAM 6 Data validation TEAM TEPLATE

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