Learning Support Policy

Learn Hillingdon - Adult Community Education receive funding from the Skills Funding Agency (SFA) to support learners with additional needs to enable them to participate and achieve in learning. The receipt, allocation and administration of these funds are governed by the SFA's Funding Rules. Learning Support funding can be used to support learners on courses funded by the Adult Skills Budget who have an identified and assessed additional need, which has an adverse effect on their ability to carry out day to day activities. Additional needs include disabilities; learning difficulties; and certain medical conditions covered under the Equality Act 2010. Support will only be provided following a full and thorough assessment and/or upon receipt of medical evidence. Learners can be referred to LEARN HILLINGDON 's learning support team following:

- declaration of a disability, learning difficulty or medical condition on a course enrolment or pre enrolment form;

- the identification of a possible learning difficulty at initial assessment;

- the identification of a possible learning difficulty by their course tutor.

Access arrangements: depending on the awarding body, learners may only receive extra time and/or support under exam conditions if an additional need has been identified and learning support provided for the duration of the course.

Therefore, early identification and referral is key to Learn Hillingdon's ability to provide learning support and it is important for both tutors and learners to declare any concerns to the learning support team as soon as possible.

Learning support may be provided in the form of:

- a learning support assistant either during or outside of class time;

- adaptive equipment;

- specialist resources;

- support with functional skills.

The provision of learning support will be reviewed in the event of poor attendance. Learn Hillingdon will make all efforts to ensure learning support is allocated fairly and with full regard to the Equality and Diversity policy. In the event that a learner is not satisfied with the amount, type or quality of support offered, they should in the first instance contact the Learning Support Manager. If the issue is not resolved, an appeal can be made to the Senior Leadership Team