



Discretionary Learner Support Fund Policy – 2019-2020

1 Introduction

- London Learning Consortium has available a limited allocation in regard to Discretionary Learner Support.
- The budget for the Learner Support Funds is finite, and it should be noted that although Learners may be eligible for support, they may not necessarily receive it.
- Reduced awards may be given if demand exceeds the available funds.
- When the fund is fully committed no further awards will be made.
- Awards are only available for one programme of study per learner, per year.
- Discretionary Learner Support Funds is only available to classroom learners.
- Learners funded through LLC second-tier contracts may also be able to apply for funding via the Prime contractor.

2 Eligibility

To be eligible for an award from this fund, learners must:

- be aged 19 or over on 31 August 2019
- be eligible for AEB ESFA/GLA funding (London postcodes only)
- enrolled on an AEB ESFA/GLA funded course (London postcodes only)
- show commitment to their programme of learning with attendance of at least 85% and satisfactory progress (as assessed by the tutor).

Learners who are not eligible include

- Learners not meeting the AEB ESFA/GLA eligibility rules.
- Learners participating in Work Based Learning programmes
- Learners on courses not funded by the AEB ESFA/GLA
- Learners under the age of 19
- Learners in receipt of specific funding from JobCentre Plus or from any other government scheme

3 19 + Hardship

The priority group for DLS are learners who are economically disadvantaged, this includes those who need support for transport or associated learning costs and are facing financial difficulty.

Awards are allocated at the discretion of LLC to help with the cost of –

- Travel to and from courses -
 - For journeys in excess of 5 miles
 - For journeys involving more than one bus/tram etc
- Travel to and from LLC approved work placements
- Travel & other costs associated with approved educational visits.
- If, for operational reasons, LLC change the location of a programme, travel costs, irrespective of distance, can be claimed
- Tuition/registration or Exam costs – where the learner is co-funded and expected to contribute towards the cost of examinations.
- Disclosure & Barring Service (DBS) checks



Maximum Grants

Travel –

Single bus/tram journey - up to £1.50 per day of course

Multiple bus/tram journey – up to £4.50 per day of course

Tuition/registration costs - £70 per qualification

Examination Costs –£30 per examination.

4 Discretionary Childcare Support - for learners aged 20 and over

Learners may apply for assistance with the cost of childcare for the hours that they are timetabled to attend their course

Learners must use an Ofsted registered childcare provider, or approved out-of-hours school club, or similar.

As the Government currently provides up to 30 hrs of childcare support free to all 3 and 4 year olds, and 2 year olds if you are receiving income support, JSA or ESA, LLC will only consider your request if you can provide evidence that the child is under 2 years of age.

Maximum Grant

£20 per day per child, or the actual cost, whichever is the lower.

5 Process

Learners must submit a completed DLS application form.

Learners will be notified of the outcome of the application, including the maximum amount of grant approved.

Where appropriate, applications will be validated against a course register.

Payments will be made to the childcare provider (childcare claim) or the learners account (all other claims).

6 Appeals Procedure

If you are unhappy with the award made to you, in the first instance, please contact LLC Administration who will investigate your appeal. This investigation may include obtaining further information regarding your personal circumstances, your financial position and information about your attendance and behaviour on the course. Failure to provide information or evidence requested will invalidate any claim.

You will be advised of the outcome and any action to be taken.

If you are unhappy about the decision made following the initial investigation, your case will be referred to the Director of Finance, whose decision will be final, and no further appeals can be made.

7 Fraudulent Claims

LLC takes fraud seriously and will take action if it is found that a claim for assistance has been made fraudulently and will take appropriate action to recover funds if necessary.



DISCRETIONARY LEARNER SUPPORT APPLICATION

Name	Address	
Date of Birth	Contact Tel.	
Email Address:		

Course Title				
Start date	End date			
Venue	Funding Stream (pls check with tutor/adviser)			
Days of Week Attended – <i>please circle</i>				
Monday	Tuesday	Wednesday	Thursday	Friday

Benefit(s) received -	
Jobseeker's Allowance	Employment Support Allowance
Income Support	Council Tax Benefit
Housing Benefit	Pension Credit

Application – please provide details
Travel (include - distance travelled, details of journey – buses/trams etc,)
Childcare Name of child(ren) Name & address & contact details of childminder/out-of-hours school club Dates booked Cost
To be completed by the childcare provider or out-of-hours club I confirm that the above named child(ren) have been booked to attend on the day(s) specified at the cost shown Provider signature OFSTED registration number Print name Date



Tuition/registration fees and/or Exam Costs

Other Costs

Personal Circumstances – please provide details to support your application

Bank Details (note- all payments will be made by direct bank transfer)

Account Name	
Bank	
Branch	
Sort code	
Account number	

I confirm that I will not be able to attend the course unless I receive Hardship support.

I understand that it is my responsibility to tell the Department for Work and Pensions about any DLS support that I receive from LLC, as DLS payments may affect my eligibility to some benefits.

Signed – Learner	Date
Signed – Tutor/Adviser	Date

Outcome of Assessment

Assessed by:	
Maximum Approved Grant	
Travel	
Childcare	
Other	
Approved by Financial Accountant/Finance Director	Date

