

# Additional Support Policy v5.0

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Version 1.0	November 2020	Stephen Smith. Operations and Quality Director	November 2021
Version 2.0	December 2021	Joanne Gunnell, Head of Operations and Quality	December 2022
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Version 4.0	August 2023	Louise Ranford, Head of Learning Support Services	August 2024
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Version	Page No.	Paragraph / Bullet	Changes

Signed:

Printed Name: Ayden Sims

Job Title: AKG UK Country Manager

Date:

## Policy Statement

At AKG Learning we believe in providing every learner with the best opportunity to develop themselves to achieve their learning potential and to improve their job and career prospects, supporting them to become independent learners and to make a valuable contribution to their community.

AKG Learning are committed to identifying any additional needs during enrolment and all stages thereafter of their programme duration and will provide learners with comprehensive information, advice, and guidance to assess any learning barriers in a timely and comprehensive manner, to ensure the learner can achieve success on an appropriate programme of study.

We will utilise a range of strategies to create a flexible and individualised support programme, to reduce barriers to learning that are impacting on the learner being able to complete their programme of learning (for example, their apprenticeship).

Additional Learning Support (ALS) is a key element of our mission to **empower individuals to learn, achieve and excel** by removing learning barriers and raising achievement for all.

## Intent

Our intent is to 'level up' by identifying barriers to learning and progression and in doing so, close the attainment gap that commonly exists between those with an additional learning / support need and those without. Our policy seeks to address barriers created through permanent, long term and in some cases short term physical or mental health issues, that have an impact on the learner or Apprentice's ability to learn and progress through their programme. The support might be required across all or some components of a learning programme / Apprenticeship, which may or may not include aspects of English, maths, and digital support.

This policy sets out how AKG Learning aims to continue to maintain and improve standards for learners with additional support needs, utilising the Learning Support Funding (LSF) available through the Education and Skills Funding Agency (ESFA) if eligible but still providing support to those that aren't eligible for funding.

## Impact and evaluation

- It's important to us that we understand the impact that our additional support has had on learners and Apprentices, and we will achieve this through capturing learner and Apprentice feedback.
- We will review attained data to identify if learners and Apprentices receiving additional support are achieving at the same pace and level as their peers that don't have support needs.

- We will be able to see positive impact by way of progressions to higher qualifications, promotion at work or getting more responsibility and/or confirmed employment.

## **Purpose**

The purpose of this policy is to ensure that individuals with learning differences, disabilities, or other learning barriers have equitable access to learning opportunities and resources. By implementing this policy, we aim to foster inclusivity, promote success, and remove barriers to learning for all learners.

### ***In presenting this policy, AKG Learning seeks to:***

- Express its full commitment to young people and adults with additional support needs.
- Clarify the scope of additional support
- Outline the roles and responsibilities of staff with regards to learners with additional support needs
- Involve learners and Apprentices in the planning of the support they will need
- Develop and maintain systems that encourage learners and Apprentices to disclose their additional support needs before starting their course so that support can be provided from the start of their programme
- Improve outcomes for learners and Apprentices with additional support needs in relation to retention, achievement, success, progression to higher employment opportunities or access to higher education.
- Promote the independence of learners with additional support needs

## **Scope**

This policy applies to all learners, undertaking a programme of learning, including Apprenticeships with AKG Learning. It encompasses support services and adjustments tailored to meet the specific needs of individuals requiring learning support

## **Policy Aims**

- Utilise additional Learning Support Funding (LSF) and where applicable other funding streams to support learners and Apprentices with additional support needs
- Provide targeted appropriate individualised support that builds confidence and narrows the attainment gap
- Provide additional support in a manner that continues to maintain academic standards
- Provide additional support that increases life skills and improves the job and career prospects of learners and Apprentices

## Roles and Responsibilities

Within AKG Learning, learning support encompasses a range of roles and responsibilities aimed at facilitating the learning process for all learners including those who may require additional learning support. The key roles within AKG Learning include:

- The Board: Policy sign-off and accountability from a leadership perspective
- Head of Quality: Policy ownership, quality assurance, quality improvement
- Head of MIS, Contracts, and IT: Enrolment, data integrity, reporting, audit, and compliance
- Head of Operations: Creation and implementation of process, performance management
- Operations Manager: Process management, learner allocation, reporting, compliance, caseload management, progress tracking, audit
- Learning Support Tutor: Learning support assessment, support planning and delivery
- Vocational Tutor: Programme delivery; teaching and learning, underpinned by the support plan from the Learning Support Tutor
- Functional Skills Tutor: Programme support, teaching and learning, underpinned by the support plan from the Learning Support Tutor
- ESOL Tutor: Programme support, teaching and learning, underpinned by the support plan from the Learning Support Tutor
- Designated Safeguarding Lead: Supporting colleagues, learners and Apprentices to be vigilant and aware if potential increase in vulnerability, in relation to Safeguarding and The Prevent Duty

## What is ALS

Additional Learning Support refers to the provision of extra support and resources for learners and apprentices who are identified as having a barrier to learning which will impact the ability to achieve the programme of learning. This support is typically provided to individuals with diverse learning needs, including but not limited to:

- **Learning difficulties:** Individuals with specific learning difficulties, such as dyslexia, dyscalculia, ADHD, or who may require additional support to overcome challenges in reading, writing or maths.
- **Physical disabilities:** Learners with physical disabilities, such as mobility or sensory impairments who may require additional support to access learning materials or to navigate the physical environment or to participate in practical activities
- **Neurodevelopmental disorders:** Individuals with neurodevelopmental disorders, such as ASD, or intellectual disabilities may benefit from tailored support to address social communication difficulties, sensory activities or cognitive challenges
- **Mental Health conditions:** Learners experiencing mental health challenges, such as anxiety, depression, or PTSD, may require support to manage their symptoms, maintain wellbeing and cope with academic stressors.
- **English language learners:** AKG Learning commits to supporting those learners whose first language is not English and who may require additional support to

develop their language proficiency, academic literacy skills, and cultural understanding in order to fully engage with the curriculum

## **Implementation**

The implementation of this policy will be overseen by the Head of Operations. Responsibilities include:

- Providing guidance and support to staff involved in delivering additional learning support
- Ensuring compliance with this policy and relevant regulations
- Monitoring the effectiveness of the support services and adjusting as required

## **Review**

- The Learning Support Tutor will complete a support session every calendar month, until such time that it is agreed learning support is no longer required
- During this support session, learning support will be delivered, learner impact will be captured, and a review of ongoing support will be completed
- The support plan will be updated during every session by the Learning Support Tutor to capture any changes to the original plan
- The Vocational/ESOL Tutor will review the support plan prior to every teaching session so they are able to implement the support strategies as detailed in the support plan
- Following review, if it is identified that support is no longer required, the Operations Manager will communicate this to the audit and compliance team so funding can be stopped

## **Quality Assurance/Compliance**

- Monthly compliance checks will be carried out by the Operations Manager
- Level of compliance checks will be RAG rated based on Tutor performance
- Additional compliance checks will be completed by the Admin team, each month prior to claim
- Observations of support sessions will be completed by the Operations Manager, who will provide feedback and areas of improvement

## Appendices

Document title	Associated link
Learning Support process - Flowcharts	<a href="#">Request for Learning Support - Flowchart V1 - August 2023.pdf</a>
	<a href="#">Learning Support Process - Flowchart V1 - August 2023.pdf</a>
Learning Support process - Guidance	<a href="#">Request for Learning Support - LST Guidance V1 - August 2023.pdf</a>
	<a href="#">Learning Support Process - LST Guidance V1 - August 2023.pdf</a>
	<a href="#">Learning Support Process - Tutor Guidance V1 - August 2023.pdf</a>
	<a href="#">Learning Support Process - OM Guidance V1 - August 2023.pdf</a>
	<a href="#">Learning Support Process - Enrolment Administrator Guidance V1 - August 2023.pdf</a>
Equality, Diversity and Inclusion (EDI) Policy	<a href="#">EDI Policy.pdf</a>
Safeguarding and The Prevent Duty Policy	<a href="#">Safeguarding Prevent-Policy-Procedures.pdf</a>
Health and Safety Policy	<a href="#">Health and Safety Policy-Procedures.pdf</a>
Quality Assurance Policy	<a href="#">Quality Policy.pdf</a>