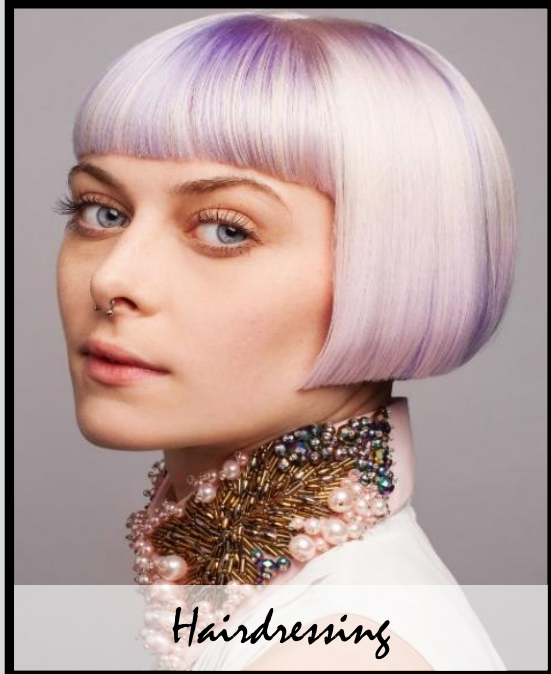


Reflections Training Academy

⁰ *Hairstressing - BARBERING - Business Development*

Educate to Innovate



16-19 Learner Support Bursary Policy 2023/24

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1. Our mission

“**Education to Innovate**”, aspires to promote lifelong learning through developing inspirational, supportive, and creative training. We continue to build stronger partnerships creating opportunities for our learners and employers to be the best. We continue to build professional relationships with industry leaders and ambassadors to ensure the quality of our programmes and curriculums. All parts of the curriculum are designed with skills, knowledge and behaviours full embedded to ensure the learners success. These are continuously reviewed to ensure the high quality of delivery to our apprentices.

Next Level: “Move on up – Advance your skills, unleash your potential”

Our core values

Our core values are set out in the infographic below:

- **Professionalism**
Is how we are with people. Is how we promote and develop the Academy. Is how we approach and challenge tasks/duties.
- **Quality**
Is what this is in looks, detail, level of accuracy, standards of work and within presentation and delivering style etc
- **Care**
For our people, learners, employers in how we make our decisions in meeting the objectives
- **Image**
How we look to others not only in appearance but in what we are.
- **Passion**
Is what we feel and how we bring this to others, Team members, learners, employers and that we maintain and develop this within Industry.

2. Policy Statement

Reflections Training Academy bursary funds are designed to widen participation and support our learners to attend the academy and achieve their goals, as well as to support their general welfare. The funds are distributed in accordance with the Education and Skills Funding Agency (ESFA) funding rules.

3. Scope

The Training Academy receives an allocation for the following:

- | | |
|----------------------------------|---------|
| 1) Discretionary Bursary | (16-19) |
| 2) Vulnerable Bursary | (16-19) |
| 3) Free Meals | (16-19) |
| 4) Care to Learn | (16-19) |
| 5) Advanced Learner Loan Bursary | (19+) |

Funds are allocated to learners who demonstrate a financial barrier which impacts on their learning and is based on household income. All funds have published eligibility criteria which are details further in this policy and within the application forms.

We will keep copies of all documentation for six years as a requirement of the Education and Skills Funding Agency funding guidance. All formal agreements signed confirming and agreeing to the bursary conditions, including the impact on payments and returning equipment if the learner stops attending and does not complete their programme.

All bursaries are awarded based on the learner's individual eligibility and need, removing the ability of a flat rate as instructed in the funding guidance. Awards will be based on each learner's household income, financial situation, distance to travel and length of programme.

Receipt of bursary for 16-19 year olds does not affect receipt of other means tested benefits paid to families such as universal credit, income support, job seekers allowance, child benefit, working tax credits or housing benefit.

If a learner is in receipt of disability living allowance and Employment Support Allowance parents cannot claim certain household/family benefits for that child.

It is the responsibility of the learner to inform the Department for Working Pensions about bursaries support they receive from the Training Academy, as the learner support payment may impact some of the benefits they receive.

4. Discretionary Bursary

Discretionary bursary is available to learners aged 16 or over but under 19 at 31 August 2023, where their household income is £30,000 or less or if the parent/carer is in receipt of a means tested benefit.

This fund can support the cost of transport, meals, books, uniform and equipment. Learners should keep receipts and issue them to the Training Academy showing the award is being spent as intended.

This bursary is only available to the 16-19 Study Programme learners as apprentices are employed rather than in education so are not eligible for the 16-19 bursary fund.

5. Vulnerable Bursary

A Vulnerable Bursary can be awarded up to the sum of £1200 a year for fulltime learners that are 16 or over but under 19 at 31 August 2023 and who have a financial need. The defined groups reflect that these learners are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate. Learners may receive a lower amount or no bursary at all if they do not have any participation costs or financial needs.

The eligibility criteria:

- In care
- Care leaver
- In independent living and in receipt of Income Support or Universal Credit
- In receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit

This fund can support the cost of transport, meals, books, uniform and equipment. Learners should keep receipts and issue them to the Training Academy showing the award is being spent as intended.

Where IT equipment has been provided, these are a loan and are required to be returned at the end of the course in the same condition when issued.

6. Free Meals

To be eligible for Free Meals learners must be aged 16 or over but under 19 at August 2023 and be in receipt of, or have parents in receipt of, one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999

- The guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC))
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit (UC) with net earnings not exceeding the equivalent of £7,400 for each year (after tax and not including any benefits they get)

Eligible learners will be entitled to £3.00 each day and will be subject to change based on demand, the lowest amount awarded will be £2.53 in line with the Education and Skills Funding Agency guidance.

7. Care to Learn

Care 2 Learn provides funding for childcare to help young parents (defined as those aged under 20) continue in education after the birth of a child. The scheme provides funding for childcare whilst the young parent is engaged in a study programme and is not able to provide care for their child. It can also help the young parent with any additional travel costs involved in taking the child to the childcare provider.

Care 2 Learn provides funding for childcare whilst young parents are on work placements or industry placements, where these are a defined part of the study programme. The scheme provides the weekly maximum amount for the 2023 to 2024 academic year, from £160 per child per week to £180 per child.

To be eligible, the young parent's study programme must have some direct public funding and their childcare provision must be registered with Ofsted. Young parents, their education institution and their childcare provider must all meet the eligibility criteria.

Young parents must complete and submit a new application each academic year even if their study programme runs for more than one year.

If young parents apply after the start of their programme, payments can only be backdated to the beginning of their study programme if their application is received within 28 days of the start date. For any applications received outside of this timeframe payments will only begin from the Monday of the week the Student Bursary Support Service (SBSS) receive the application.

The SBSS will only make payments for childcare while the young parent is attending their study programme and the child is in childcare. The Training Academy will confirm attendance on a monthly basis and withdrawals are notified to determine if further payments should be made.

8. Advanced Learner Loan Bursary

A loans bursary fund may be available to help vulnerable and disadvantaged loan funded learners to overcome associated with study which may prevent them from taking part in or continuing in learning, funding for this bursary is currently very limited.

The loan bursary fund provides the following:

- Learner support funding for financial hardship, childcare and residential support
- Learning support activity for 'in-learning' support, such as support for teaching assistants or reasonable adjustments under the Equality Act 2010 (<http://www.legislation.gov.uk/ukpga/2010/15/contents>) . Details of support for those learners in custody or release on temporary license can be found in annex 2.
- Area cost uplift is available to eligible providers and reflects the cost of delivering provision in some parts of the country.

Learner Support

Learner support is available to provide financial support for learners with a specific financial hardship preventing them from taking part or continuing in learning. Before you award support to a learner, you must identify their needs within the following 'categories':

- hardship funding – general financial support for vulnerable and financially disadvantaged learners to support participation
- 20+ childcare funding – for learners aged 20 or older on the first day of learning who are at risk of not starting or continuing learning because of childcare costs
- residential access funding – to support ESFA funded loans learners (where they need to live away from home)

Learner support: hardship

Learner support hardship is based on their financial needs and local circumstances.

Types of support include:

- course related costs, including course trips, books and equipment (where these costs are not required to be part of the fee)
- transport costs for getting to and from a course
- professional membership fees and any fees or charges due to external bodies related to the course
- exceptional support with domestic emergencies and emergency accommodation provided by others, or by providing items, services or cash direct to the learner. This can be in the form of a grant or repayable loan provided by you for course related costs

Learner support: childcare for learners aged 20+

Loans bursary funding can pay for childcare with a childminder, provider or childminder agency who is registered with Ofsted.

You must not use loans bursary funding to:

- fund informal childcare, such as that provided by a relative
- set up childcare places or to make a financial contribution to the costs of a crèche
- fund childcare for learners aged under 20 years of age on the first day of learning; instead you must direct them to the [ESFA care to learn programme](#)

- top up childcare payments for learners aged under 20 years receiving funding from 'care to learn'

9. Travel

All learners who are eligible for a bursary and claim for travel support must live more than 2 miles away from the Training Academy, the following is offered for the days they are in the Academy:

- eTicket for bus travel
- Paper ticket for bus travel
- Travel by train
- Travel for work placements

Learners should keep receipts and hand into the Training Academy showing that the award is being spent as intended.

Change of circumstances

Learners are required to disclose any change of circumstance during the year that may affect their eligibility for bursary funding. If a learner leaves before the end of their course they may be required to return any equipment purchased from the bursary funding.

Completion of the form and evidence should be correct and complete to the best of your knowledge, providing false or incomplete information may lead to the suspension and recovery of funds.

Unforeseen Emergency Support

The Training Academy will set aside an element of funding which will provide a safety net for genuine emergencies that cannot be foreseen or provided for in advance.

Application Process

Application forms are available from The Training Academy and will be checked against the eligibility criteria and Learners will receive a written outcome, and if successful details of the awards.

All copies will be kept by the Training Academy for 6 years as per the Education and Skills Funding Agency's funding guidance.

Appeals

Learners have the right to appeal in writing to the Training Academy and have 20 working days to do so from receipt of their award notification. The appeal should set out their reasons and include any support evidence. The panel will consider the appeal and provide the learner with an outcome in writing within 20 working days of receipt of the appeal.