**Purpose**

The overall aim of this policy is to ensure that the service offers an inclusive learning environment where learning, achievement and progression are accessible to everyone. Additional Learning Support will encourage access and progression based on the individual needs of all students.

The LLS Learning Support policy and practices are designed to deliver support to all learners who, following assessment, require additional support or specialist teaching and learning approaches.

**Scope**

All learners enrolled on courses delivered by LLS.

**Responsibilities**

All LLS staff involved in the delivery of training. All service stakeholders are responsible for implementing this policy and the accountability and monitoring of the achievement of the aims of this policy lie with Head of Service in conjunction with all members of the Service Management Team.

**Principles**

The Learning Support policy and practices benefit all learners by ensuring that:

* Support is negotiated and reviewed in consultation with learners
* Learners have effective support to help them to complete and achieve their learning aims
* Learning support is sensitive to all factors, for example age, gender, disability, ethnicity, faith and sexual orientation
* Learners have fair access to relevant funding support

**Aims**

Learning Support practice will ensure that:

* The identification and availability of support needs is the responsibility of all staff who come into contact with learners, this notwithstanding at each stage of the learner journey learners are encouraged to disclose any learning needs
* A named manager in each area will have responsibility for the management and overview of learning support
* All staff and learners are aware of Learning Support, including eligibility, and how it can be accessed
* Learning Support is easily and quickly accessible to all learners at all stages of the course. The learning support is appropriate to the individual’s identified needs based on early assessment and review
* Learning Support is centrally recorded, monitored and the impact evaluated
* A comprehensive and wide range of Learning Support provision is available including equipment and suitably qualified and skilled staff

**Delivery Strategy**

Learning Support is delivered in a variety of ways including:

* Support and advice to all staff
* Referral to external specialist agencies
* Assistive technology and equipment to aid learning and physical disability
* Use of support staff and assistants, Educational Support Workers, one to one work and class support
* Individualised learning outcomes and SMART targets as part of High Needs study programmes and other LLS learning programmes and apprenticeships
* Support to enable learners to overcome barriers to access their learning such as (but not exclusive to) travel and childcare costs