**Learning Support Procedure**

Procedure to be followed if:

1. Learner has ticked ‘Yes’ to the request for Learning Support on the ILP  
   or
2. Learner has indicated they have a disability and has requested additional support  
   or
3. Learner has enquired about additional support  
   or
4. Tutor has identified a support need

A learner disclosing a disability will not necessarily require additional support. If a disability is disclosed and the learner requests additional support it is important to discuss their specific needs. These will vary depending on the learner. Never assume what support a learner with a particular disability will require.

The Tutor or Skills Development Officer should contact the learner to discuss support needs. The Tutor and SDO should then agree the support plan for the learner. The SDO should then identify a suitable Learning Support Worker and liaise with them directly.

It is essential that the Learning Support Worker be provided with information about the individual or group they will be working with, and any specific support needs that have been discussed with the learner(s).

The Tutor and Learning Support Worker should regularly discuss the support provided/required and progress of the learner/group

Steps to Follow:

1. Identify the need – this can be at enrolment or at any point throughout the course
2. Tutor or Skills Development Officer will contact the learner to assess the need  **NB – this is not required where support needs are obvious or known**
3. Assessment and Confirmation of Learning Support form to be completed by SDO and retained by the Tutor
4. If additional support is agreed, the SDO liaises with the Learning Support Worker and informs the Tutor
5. The Learning Support Worker is given appropriate information outlining the support required
6. Learning Support Worker completes the Learning Support Record to evidence what they do during the session
7. The Tutor and Learning Support Worker and/or learner to assess whether the additional learning support is working correctly. Changes to be made where appropriate.
8. If a learner fails to attend without notice on more than 3 occasions, Learning Support will be reviewed and may be discontinued.

**Learning Support Flowchart**