

Additional Learning Support (ALS) Policy

Document Control			
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Document Owner	Zarina Muminova		
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Date	Paragraph/section amended	Reason	New issue no.
15/05/23	Created		V1
01/05/24	Reviewed		V2
13/06/25	Reviewed		V3
24/04/26	Reviewed	Annual review	V4

1. Overview

<p>Who does the policy apply to?</p> <p>This policy will outline the guidance and implementation of the Additional Learning Support Policy in its application to all students who enrol with the Centre. This policy should be read by all students, staff and governors.</p>
<p>Aims</p> <p>To set out the process for the provision of additional learning support for students where barriers to learning prevent them from reaching their full potential.</p> <p>To ensure that additional learning support systems are consistent, fair and transparent.</p>
<p>To be read in conjunction with</p> <ul style="list-style-type: none"> ▪ Equality, Diversity and Inclusion Policy ▪ Reasonable Adjustments and Special Considerations Policy ▪ Safeguarding Policy ▪ Complaints Policy and Procedures
<p>Further advice may be sought from</p> <p>Zarina Muminova, Quality Assurance Officer Salih Yilmaz, Senior Manager</p>
<p>Review arrangements</p> <p>This policy will be reviewed annually to ensure its continuing relevance and effectiveness. Further details regarding revisions and review cycle can be found at Sections 6 and Document Control table. The Centre may review the policy prior to this date should operational and/or legislative/guidance matters require it.</p>

2. Purpose

2.1. Intech Centre regards each student as unique in their own right and as such aims to provide a high quality, highly effective inclusive learning environment which is accessible to all.

2.2 The Centre aims to remove barriers to learning to enable all students to reach their full potential, including those with specific learning needs including learning difficulties and disabilities.

2.3 Equality and diversity are at the very heart of the Centre ethos and additional learning support is a key part of ensuring every student has an equal opportunity to succeed during their time at Intech Centre. This policy outlines the support provision and the legal obligations of the Centre.

3. Context

3.1 This policy supports the Centre Strategic Plan by enabling all students to achieve and enjoy a positive learning experience.

3.2 Additional Learning Support (ALS) is: whereby funding is available to meet the cost of putting in place a reasonable adjustment, as set out in the Equality Act 2010, for learners who have an identified learning difficulty and/or disability, to achieve their learning goal. Greater London Authority (GLA) Funding Rules 2025-2026

3.3 It is a priority of the Centre to ensure early intervention takes place to provide reasonable adjustments, and ensure non-discriminatory processes are in place. This includes the removal of barriers to learning in so far as possible for students with specific learning difficulties and/or disabilities that may affect their ability to access further education.

4. Scope

4.1 Learning support, in line with GLA (Adult Education Budget and Advanced Learner Loans Bursary; ALLB), is available to meet the cost of putting in place a learning support activity for 'in-learning' support, such as support for administrators or reasonable adjustments under the Equality Act 2010.

4.2 Students will not receive additional learning support to help with 'everyday' concerns and difficulties which are not associated with learning whilst at Intech Centre.

4.3 All students will be assessed in line with GLA (Adult Education Budget, ALLB) guidance and funding rules. All assessments will be evidenced and reported within their Individual Learning Record (ILR) evidence pack.

4.4 This policy applies to all applicants.

4.5 This policy relates to all students who are:

4.5.1. aged 19 or over on 31st August of the academic year;

4.5.2. are seeking to re-enter the education system after a period away from study.

5. Policy

5.1 Intech Centre will administer an effective and timely admissions process to enable students to indicate, at the point of application, a requirement for ALS.

5.2 All students have the opportunity to complete an additional needs and health questionnaire which details needs and specific adjustments. Students will be contacted where a more detailed assessment is required.

5.3 The Centre in line with Funding Guidance will record and evidence ALS given to each student within their Individual Learning Record (ILR) to ensure compliance with funding regulations.

5.4 The Centre will ensure that initial assessments identify specific ALS needs required to enable students to progress their learning journey; this information will be recorded and shared as required to ensure their learning needs can be met in a timely effective manner.

5.5 Intech Centre will endeavour to provide access to specialist equipment where it is deemed a student requires a reasonable adjustment to access learning or self-study.

5.6 The Centre will ensure that all students can study in a safe, tolerant and supportive environment.

5.7 Intech Centre will ensure, where a specific need has been identified, effective support can be facilitated, but not limited to:

- communication support;

- interpreter;
- note taking;
- specialist equipment;
- assistive software;
- dyslexia support;
- support with mental health issues or signposting to external support agencies;
- adapted class materials;
- access arrangements for examinations.

5.8 The Centre will access to ALS staff to ensure appropriate and needs led support for students whilst encouraging students to be as independent and resilient as possible to support their progression from Centre.

5.9 The Centre will ensure that budgets are managed effectively and within financial guidance requirements to ensure funding can be claimed to implement legally required reasonable adjustments to support students with learning difficulties or disabilities.

6. Review & Monitoring

6.1 Students accessing ALS will have their individual support plan reviewed regularly to ensure support is effective and appropriate throughout their study.

6.2 Lesson plans will be reviewed to ensure they are inclusive to those with specific learning difficulties and/or disabilities and show clear involvement of ALS staff.

6.3 Tutors and ALS staff will be formally observed on a regular basis as part of the Centre quality assurance process to ensure that students receive a high-quality learning experience and to ensure compliance with Ofsted guidelines.

6.4 Intech Centre will review ALS through the annual self-assessment process to ensure an effective, high quality, and efficient service.

7. Appeals and complaints

7.1 The Admin Team will make available details of the appeals procedure where appropriate.

7.2 All complaints will follow the Centre complaints procedure.

8. Data Protection Act 2018 and GDPR (General Data Protection Rules)

8.1 Personal data will be processed in line with the Centre's data protection policy and used for the purposes set out in the Centre's privacy notice for students, both of which can be found on the Centre website.

8.2 A student must consent to their information being shared for purposes of learning support and GDPR and other legal obligations must be met.

9. Equality, Diversity and Inclusion

9.1. Intech Centre aligns all of its practices to the Equality Act 2010 which prohibits unfair treatment, eliminating discrimination and advances opportunity of all its students. Within this context this policy aims to remove disadvantage and promote a culture of supporting difference and celebrating diversity.

9.2. Intech Centre will facilitate access to a range of lifelong learning opportunities, compliant with the Equality Act 2010, to ensure students with specific learning needs achieve their learning goals.