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Policy Statement:

Learner Support Funding 2020/21

Date approved:	15 September 2020	Review Date:	August 2021		
Approved by:	Senior Management Team				
Relevant to (please P):	<input checked="" type="checkbox"/> SRC	<input checked="" type="checkbox"/> Bede	<input checked="" type="checkbox"/> RCC	<input checked="" type="checkbox"/> NETA	<input checked="" type="checkbox"/> Skills Academy & TVC
Signed (Lead Manager):	A Tregear				
Print Name:	Alys Tregear				

PURPOSE

The purpose of the Learner Support funding policy is to provide a clear set of guidelines to learners, their parent/carers, staff and other workers within the College community, together with wider stakeholders. The College will discharge learner support funds in line with the relevant funding guidance set out by the Education and Skills Funding Agency (ESFA) and Tees Valley Combined Authority (TVCA) to ensure it meets the needs of students, local and regional priorities.

The Education Training Collective (Etc.) receives allocations of funds from the ESFA and TVCA to help students overcome the individual financial barriers to participation and institutions must ensure the funds are allocated to those who genuinely need them. Different funding streams have different eligibility criteria, which are set out below.

Etc. is committed to supporting students who are experiencing financial disadvantage and as such barriers to accessing education. This policy and the accompanying procedure will outline available bursaries, processes for applying, eligibility, evidence requirements and how the funds will be allocated.

Etc. is a group organisation that comprises of Stockton Riverside College, Redcar & Cleveland College, NETA Training Trust, Bede Sixth Form College and The Skills Academy. The term 'College', where used within this document and appendices, is a generic term that encompasses all organisations within the Etc. College group.

The College reserves the right to amend / cease support detailed in this policy due to changes in the funding rules or changes or requirements from the ESFA and / or TVCA.

SCOPE

All learners are able to apply through the student bursary application portal and are then assessed according to the eligibility criteria for the relevant funding stream. The policy clearly defines the eligibility criteria for each bursary type to ensure the College meets the requirements of the funding guidance. There are five available bursaries which are:

- 16-19 bursary funding
- 16-19 Free College meals
- Vulnerable bursary funding
- 19+ Adult Education Budget learner support funding
- Advanced Learner Loan bursary funding

The procedure identifies to learners all the criteria that relates to a particular bursary fund.

Statement of Intent:

Learning support funding is intended to help students overcome the individual financial barriers to participation to ensure they achieve the best possible outcomes.

To ensure finance is not a barrier to accessing courses and retention and achievement, the College will promote these funds and other sources of financial assistance to help students who are in financial hardship.

Students who may be eligible for support may not automatically receive it, as limited funds are available and can be exhausted. In light of this, the College asks students to consider any financial commitments they take on prior to any entitlement being awarded from the Student bursary team.

The College complies with the requirements of the Equality Act 2010 when setting the criteria for financial support and does not discriminate against students either directly or indirectly because of their protected characteristics.

Key sources of Information and Guidance

16 to 19 Financial Support

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2020-to-2021-academic-year>

<https://www.gov.uk/1619-bursary-fund>

<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/875140/1619_Bursary_Checklist_v2.0.pdf

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/882211/16 to 19 Bursary summary of key funding rules.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/882211/16_to_19_Bursary_summary_of_key_funding_rules.pdf)

Free Meals in FE

<https://www.gov.uk/guidance/free-meals-in-further-education-funded-institutions-guide-for-the-2020-to-2021-academic-year>

Care to Learn

<https://www.gov.uk/care-to-learn>

19+ Financial Support Learner Support

<https://www.gov.uk/learner-support>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/883398/AEB 2020 to 2021 funding rules.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/883398/AEB_2020_to_2021_funding_rules.pdf)

Childcare Support 20 or Over

<https://www.gov.uk/help-with-childcare-costs/support-while-you-study>

<https://www.gov.uk/learner-support>

Advanced Learner Loans

Course Fees

<https://www.gov.uk/advanced-learner-loan>

<https://www.gov.uk/government/publications/advanced-learner-loans-funding-rules-2020-to-2021>

[https://www.practitioners.sl.c.o.uk/media/1476/all repayment qg o.pdf](https://www.practitioners.sl.c.o.uk/media/1476/all_repayment_qg_o.pdf)

Advanced Learner Loans – Bursary Fund

<https://www.gov.uk/advanced-learner-loan/bursary-fund>

<https://www.gov.uk/government/publications/advanced-learner-loans-funding-rules-2020-to-2021>

Note – government guidance can change in year and the College reserves the right to amend / cease support detailed in this policy due to changes in the funding rules or changes or requirements from the ESFA and / or TVCA.

LOCATION AND ACCESS

The ESFA guidelines state that this Policy and Procedure is available on the Gateway and accessible through the College website.



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Procedure:

Learner Support Funding 2020/21

Introduction:

Financial support applications are taken throughout the academic year, but the primary intake is over the summer period, in preparation for the forthcoming academic year. The student bursary team will carry out checks at set points over the academic year to ensure accurate allocation of funds. It is acknowledged that in some cases a student's particular circumstances may lead them to delay their participation in learning or leave their course early, in which case funding will be allocated to another student.

Students are requested to provide evidence of their household income as part of their application to ensure they receive their Learning Support Fund (LSF) entitlement. This evidence will be reviewed by the student bursary team when assessing applications, which is a requirement from the ESFA.

To ensure applications are assessed in a timely manner, it is important that evidence is provided at the time of application by the student / or parent to the student bursary team as soon as possible. Delays in providing evidence could impact on students securing funding.

Applications are assessed on a first-come first-served basis and online applications are encouraged.

Ongoing eligibility for the bursary

To remain eligible for the bursary, students must adhere to all College policies and procedures including the student code of conduct. Attendance is checked at specific payment points throughout the academic year to confirm student's ongoing eligibility for support. If a student's attendance drops below expected target, for a period of four weeks or more, the student's entitlement may be stopped for the remainder of the academic year. Students must inform the student bursary team of any changes in circumstances.

Payments to Learners

Wherever possible, students will receive support in kind, rather than cash. Where this is not possible, payments will be made through BACS transfers directly into a student's nominated bank account. These payments will be made on specified dates as agreed in award letters.

Audit/governance

Administration and allocation of funds will be subject to the College's normal governance and audit regimes. Audit guidance is available on the Department for Education website. The College will keep records as evidence as required by the ESFA, for audit purposes. Examples include:

- Copies of income evidence to assess entitlement
- Letters confirming a student's vulnerable status
- Invoices received from childcare providers for childcare costs

Appeals

Students are advised, in writing, of the College's decision and of the reasons if they are not successful in their application. An appeals procedure is in place for students who are unhappy with a financial support application decision. In the event of an appeal, students who attend Stockton Riverside College, NETA, Bede Sixth Form and Skills Academy are required to email:

studentfinance@stockton.ac.uk with new information and evidence and this will be reviewed by the student bursary team.

Student who attend Redcar and Cleveland College are required to email rcstudentfinance@cleveland.ac.uk with new information and evidence and this will be reviewed by the student bursary team.

If the initial decision is upheld, the student can request that the appeal be heard at a senior level. Appeals should be in writing, along with supporting evidence, sent to the Student Services Management Team. A panel will then be held and students will be informed of the decision within 10 working days. In some cases, students may be contacted or invited in prior to the meeting to discuss the appeal.

Support for students through the 16 to 19 Bursary Fund

Types of Support

The 16-19 bursary fund provides support in the following areas:

- Travel
- Essential books, equipment and uniform
- IT resources

Eligibility

To be eligible for 16-19 bursary funding students must:

- Be 14 or 15 years old on the 31st August 2020 and be Electively Home Educated
- Be aged 16-18 years old on 31st August 2020 or if they are continuing on a programme they began aged 16 to 18 (19+ continuers)
- Be aged 19 -24 and have an Education, Health and Care Plan
- Satisfy the residency criteria set out in the ESFA funding guidance for 2020/21
- Be studying at a learning provider that is subject to inspection by a public body that assures quality (e.g. OFSTED)
- Provision of learning must be funded by the ESFA or relevant authority, European Social Fund (ESF) or otherwise publicly funded and must lead to a qualification that is accredited by Ofqual or is pursuant to Section 98 of the Learning and Skills Act 2000.

The College application form can be completed online via each College website or mailed out on request from the student bursary team. Assistance with completing the application is available from Student Services.

Evidence

The following are examples of appropriate evidence that will be requested on application:

- Letter from the Benefits Agency or Job Centre Plus setting out benefit entitlement (letter should be less than three months old)
- P60 from previous tax year
- Self-assessment tax calculation or certified accounts from previous tax year
- Tax Credit Award Notice for current tax year (showing income from previous year)

Bank statements **will not** be accepted as evidence. Students are unable to self-certify their receipt of benefits or salary from employment and must provide evidence.

Copies of all documentary evidence will be taken and retained for audit purposes.

Entitlement

Free Travel to College

The College provides free bus travel to and from college on weekdays. The travel is provided from your home address and students must be living over 1 mile from their College campus. This offer is available to all 16-18-year-old College students, who are studying at the College regardless of household income but only funded through LSF for eligible students. All students wishing to use transport provided by the College must complete a Learner Support Fund application.

Travelling to College

The College provides students with a SMART bus pass or identification on the student's ID badge which allows travel on Arriva and / or Stagecoach buses from their home to the College site. The Student bursary team will inform students which pass is applicable for their route. It is the student's responsibility to keep this pass throughout the year, for SMART cards. If cards are lost or misplaced the students must apply to the bus company for a replacement which will include a fee of £25.00.

At Bede Sixth Form College, students may be provided with a dedicated bus service. Further details of these routes can be found on the College website. Students from this campus will be directed to these buses as a precedence.

If there is not an Arriva, Stagecoach or private bus route (Bede Sixth Form College) near home, students can use another public transport service. Students must have prior consent from the Student bursary team before incurring any costs under this arrangement. The College may reimburse some of the cost, based on the following criteria:

- Travel claims for college to be claimed by completing a travel form, which is available from Student Services.
- Evidence of receipts, are presented to Student bursary team alongside the Travel Form.

Support with Course Equipment / Uniform and IT resources

The LSF allows students to apply for financial support with purchasing course related materials that are required to complete their programme of study.

Student Bursary applications now include requests for IT requirements. This will be measured against four criteria which will include:

- Learners that do not have access to IT devices and internet connectivity
- Household income
- Courses that are priority provision in line with local, regional and group priorities
- Continued attendance and engagement in learning

Awards for IT resources will only be approved if identified by Programme Area Leads / Heads of Departments, (appendix 1 - flowchart for IT resources allocation process)

Household Income	£0.00 - £16,190	£16,191 - £21,000	£21,001 - £25,000	£25,001 +
Uniform (where appropriate)	Up to £20 towards	Up to £20 towards	Up to £20 towards	
Course related Equipment	65% towards the cost	65% towards the cost	65% towards the cost	
IT resources	Loan equipment or £15 per month to the cost of the purchase of IT equipment Contribution of £7.50 towards data costs	Loan equipment (if available) or £10 per month to the cost of the purchase of IT equipment Contribution of £7.50 towards data costs	Loan equipment (if available) or £7.50 per month to the cost of the purchase of IT equipment Contribution of £5.00 towards data costs	

Childcare

Students aged 20 and under at the start of their course, may be entitled to support from the Care to Learn Scheme provided by the Government. Further information on this scheme can found on the Government website: www.gov.uk/care-to-learn.

Support for students through the Free College Meal Bursary Fund

Types of Support:

- Free meals entitlement allows the students to purchase a set meal from the College catering facilities
- In the event of lockdown, students will be provided with direct payments via BACS
- In exceptional circumstances, the College will provide shopping vouchers to support the purchase of meals

Eligibility

- A student must be aged 14 or 15 years old and be electively home educated, aged 16 or over but under 19 on 31 August 2019 to be eligible to receive a free meal.
- Students aged 19 or over are only eligible to receive a free meal if they are continuing on a programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP). These 2 groups of aged 19 plus students can receive a free meal while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues.

Evidence types

Families must be in receipt of one of the following benefits to be eligible:

- 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)
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

Bank statements **will not** be accepted as evidence. Students are unable to self-certify their receipt of benefits or salary from employment and must provide evidence.

Copies of all documentary evidence will be taken and retained for audit purposes.

Support for Students through the Vulnerable Bursary fund - (Students in Care/Care Leavers or defined vulnerable groups)

Types of Support

- Students receiving the funds will be assessed on their actual financial need and the amount of support required
- Support costs may include free travel, free meals, and cost towards course equipment
- Based upon assessment of need there is a possibility of no award or a limited award
- The maximum bursary is up to the value of £1,200 (pro-rated for courses lasting less than 30 weeks) in value

Eligibility

- Be aged 16 to 18 years old, meet the criteria shown below and have a financial need
- Be enrolled on to a course that is funded by the ESFA AND falls within ONE of the following categories:
 - in care
 - care leaver
 - in receipt of Income Support, or Universal Credit because they are financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
 - receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment Support Allowance or Universal Credit in their own right

Evidence

- For students who are in care, written confirmation of their current or previous looked after status. This must be provided by the relevant local authority
- For students who are in receipt of income support, a copy of their income support or Universal Credit award notice in the student's name. For students in receipt of UC, the College must also be provided with evidence of a tenancy agreement in the student's name, birth certificate or utility bill to confirm identity
- For students receiving UC/ESA and Disability Living Allowance and Personal Independence Payments. Evidence of receipt of these benefits must be provided

Bank statements **will not** be accepted as evidence. Students are unable to self-certify their receipt of benefits or salary from employment and must provide evidence.

Copies of all documentary evidence will be taken and retained for audit purposes.

Students undertaking Industry Placements

Consideration will be given to students who satisfy the eligibility criteria as set out above and are undertaking industry placements to ensure that the LSF fund is used to remove barriers to participation.

Support for students through the 19+ adult education budget learning support fund

Types of Support

- Travel
- Childcare
- Equipment and uniform
- IT Resources
- Meals allowance

Eligibility

- Be aged 19 or over on 31st August 2020 and not be eligible for any awards from the 16-19 Bursary fund
- Satisfy the residency criteria set out in the ESFA funding guidance for 2020/21
- Be studying at a learning provider that is subject to inspection by a public body that assures quality (e.g. OFSTED)
- Provision of learning must be funded by the ESFA or ESFA or relevant authority, European Social Fund (ESF) or otherwise publicly funded and must lead to a qualification that is accredited by Ofqual or is pursuant to Section 98 of the Learning and Skills Act 2000

Evidence

- 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)
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

Bank statements **will not** be accepted as evidence. Students are unable to self-certify their receipt of benefits or salary from employment and must provide evidence.

Copies of all documentary evidence will be taken and retained for audit purposes.

Entitlement

Travelling to College

The College provides free bus travel to and from College on weekdays during term time or provides travel allowance which will not exceed more than £12.50 per day for those students who meet the required household income threshold and live over 1 mile from their College campus. For income thresholds please see table below.

The College provide students with a SMART bus pass or identification on the student's ID badge which allows travel on Arriva OR Stagecoach buses from their home to the college site. The Student bursary team will inform students which method is applicable for their route. It is the student's responsibility

to keep this pass throughout the year, for SMART cards. If cards are lost or misplaced the students must apply to the bus company for a replacement which will include a fee of £25.00.

If there is not a Stagecoach, Arriva or dedicated bus route near their home, they can use another public transport service and the College may reimburse some of the cost, based on the following criteria:

- Travel claims for College to be claimed by completing a Travel Form, which is available from Student Services
- Evidence of receipts, are presented to Student Bursary alongside the Travel Form

Childcare

- Students aged 20 years and above, on or before 31st August 2020, may be eligible for support with childcare costs up to £32 per day, in line with Care to Learn, the Government scheme.
- The college notes that some eligible learners can receive free education and childcare for 2-year-olds through Government-funded nursery provision. Some eligible learners can receive free education and childcare for 3-4 year-olds from 15 hours or 30 hours of Government-funded nursery provision per week, both of which will be taken into consideration when allocating a bursary amount
- The childcare provider must be registered with Ofsted and complete a childcare form before the support can commence
- The contract the student has for childcare is with the childcare provider and NOT with the College
- Please understand that the student is responsible for childcare fees which have not been agreed by the Student bursary team
- Students will be required to provide evidence of parental responsibility for the child/children they are claiming childcare support for

Support with Course Equipment / Uniform and IT resources

The LSF allows students to apply for financial support with purchasing course related materials that are required to complete their programme of study.

Student Bursary applications now include requests for IT requirements. This will be measured against four criteria which will include:

- Learners that do not have access to IT devices and internet connectivity
- Household income
- Courses that are priority provision in line with local, regional and group priorities
- Continued attendance and engagement in learning of students

Awards for IT resources will only be approved if identified by Programme Area Leads / Heads of Departments, (appendix 1 - flowchart for IT resources allocation process)

Meals Allowance

- Students over 19 year's old who meet the income threshold and are in receipt of an eligible benefit, or who are financially dependent on a parent or guardian and are in receipt of an eligible benefit, may be entitled to meals while attending the College.

Household income	£0.00 - £16,190	£16,191 - £21,000	£21,001 - £25,000	£25,001 - £30,000
Travel allowance	Free travel with Stagecoach OR Arriva. Where there are no Stagecoach or Arriva services up to £12.50 towards alternative bus or train travel.	Free travel with Stagecoach OR Arriva. Where there are no Stagecoach or Arriva services up to £12.50 towards alternative bus or train travel.	Free travel with Stagecoach OR Arriva. Where there are no Stagecoach or Arriva services up to £12.50 towards alternative bus or train travel.	
Childcare	Up to 100% / £32 per day of childcare costs paid for timetabled and attended college days.	Up to 100% / £32 per day of childcare costs paid for timetabled and attended college days.	Up to 100% / £32 per day of childcare costs paid for timetabled and attended college days.	Up to 50% / £16 per day of childcare costs paid for timetabled and attended college days.
Course related equipment	65% towards the cost	65% towards the cost	65% towards the cost	
Uniform	Up to £20 towards	Up to £20 towards		
IT Resources	Loan equipment or £15 per month to the cost of the purchase of IT equipment Contribution of £7.50 towards data costs	Loan equipment (if available) or £10 per month to the cost of the purchase of IT equipment Contribution of £7.50 towards data costs	Loan equipment (if available) or £7.50 per month to the cost of the purchase of IT equipment Contribution of £5.00 towards data costs	
Meal allowance	A meal per timetabled day at college (must be in receipt certain benefits)	A meal per timetabled day at college (must be in receipt certain benefits)		

Support for students through the Adult Learner Loan bursary fund

Students who have been approved for the Advanced Learner Loan from the Student Loans Company could be entitled to support with course equipment, uniform and childcare. For these students it is imperative that the loan is agreed and in place, to enable access to these funds.

If your application is successful and you are in receipt of any state benefits, it is your responsibility to inform the Department for Work and Pensions about any learner support you receive from us, as the learner support payment may affect your eligibility for some state benefits.

Conditions

Applications will be accepted until the end of the academic year 2020/21 or until funds have been fully allocated, whichever is sooner. However, submission of an application for this support does not mean an automatic entitlement to funding and decisions are at the discretion of the college which will take into account available funding. It is recommended that students apply early for any assistance with support from this fund as the amount of funding is limited. 90% of the available childcare budget is allocated for September 2020 starts and the remaining 10% is allocated to January 2021 starts.

No bursary funding will be released until you have applied directly to the Student Loans Company and your loan is approved. Your National Insurance Number must be validated by the Student Loans Company. If you fail to provide the correct evidence to the Student Loans Company and your Loan is not approved within a reasonable time, we will deem your application as unsuccessful and any costs incurred from a childcare provider or for essential course materials or uniform will be your sole responsibility.

Types of Support

- Childcare
- Uniform
- IT resources
- Essential Personal Protective Equipment

Eligibility

- Be aged 19 or over on 31st August 2020
- Learners must be studying an eligible Level 3 to 6 Further Education (FE) course and accessing the Advanced Learner Loan from the Student Loans Company.
- Learners must satisfy the residency criteria set out in the Advanced learning loan funding rules for 2020/21

Evidence

- 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)

- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

Bank statements **will not** be accepted as evidence. Students are unable to self-certify their receipt of benefits or salary from employment and must provide evidence.

Copies of all documentary evidence will be taken and retained for audit purposes.

Entitlement

Childcare

- Students aged 20 years and above, on or before 31st August 2020, may be eligible for support with childcare costs up to £32 per day, in line with Care to Learn, the Government scheme.
- The college notes that some eligible learners can receive free education and childcare for 2-year-olds through Government-funded nursery provision. Some eligible learners can receive free education and childcare for 3-4 year-olds from 15 hours or 30 hours of Government-funded nursery provision per week, both of which will be taken into consideration when allocating a bursary amount
- The childcare provider must be registered with Ofsted and complete a childcare form before the support can commence
- The contract the student has for childcare is with the childcare provider and NOT with the College
- Please understand that the student is responsible for childcare fees which have not been agreed by the Student bursary team
- Students will be required to provide evidence of parental responsibility for the child/children they are claiming childcare support for

Uniform/ Essential Personal Protective Equipment/IT Resources

The bursary allows students to apply for financial support with purchasing course related materials that are required to complete their programme of study.

Student Bursary applications now include requests for IT requirements. This will be measured against four criteria which will include:

- Learners that do not have access to IT devices and internet connectivity
- Household income
- Courses that are priority provision in line with local, regional and group priorities
- Continued attendance and engagement in learning of students

Awards for IT resources will only be approved if identified by Programme Area Leads / Heads of Departments, (appendix 1 - flowchart for IT resources allocation process)

Household Income

In order to be eligible for Loans Bursary funding you must provide full and complete evidence of your household income. Details of acceptable evidence can be found on the bursary application form on the College website. If you fail to provide evidence within a reasonable time, we will deem your application unsuccessful and any costs incurred from a childcare provider or for essential course materials or uniform will be your sole responsibility.

	Household Income £0.00 - £16,190	Household Income £16,191 - £21,000	Household Income £21,001 - £25,000	Household Income £25,001 - £30,000
Childcare	Up to 100% / £32 per day of childcare costs paid for timetabled and attended college days.	Up to 100% / £32 per day of childcare costs paid for timetabled and attended college days.	Up to 100% / £32 per day of childcare costs paid for timetabled and attended college days.	Up to 50% / £16 per day of childcare costs paid for timetabled and attended college days.
Uniform	Up to £20 towards course uniform where appropriate	Up to £20 towards course uniform where appropriate	Up to £20 towards course uniform where appropriate	
IT Resources	Loan equipment or £15 per month to the cost of the purchase of IT equipment Contribution of £7.50 towards data costs	Loan equipment (if available) or £10 per month to the cost of the purchase of IT equipment Contribution of £7.50 towards data costs	Loan equipment (if available) or £7.50 per month to the cost of the purchase of IT equipment Contribution of £5.00 towards data costs	
Essential Personal Protective Equipment	65% towards the cost of essential equipment.	65% towards the cost of essential equipment.	65% towards the cost of essential equipment.	

Appendix A – Process flowchart for allocation of IT resources



