

Protocols: Apprenticeship students disclosing a disability at the University of Liverpool

Initial disability disclosure

The School's administrators will identify apprenticeship students' that have disclosed a disability and contact these students with signposting information about how to access disability support, in line with the [policy regarding reasonable adjustments and support for disabled students](#).

Tutors will identify any potential learning needs and provide these students with information about how to access disability support and diagnostic assessment.

The Apprenticeship team will regularly remind tutors to signpost students to [Disability Advice and Guidance](#) if a learning need or a disability is identified.

The Apprentice handbook will include information about how to access disability-related support at the University of Liverpool.

If the student does not have supporting documentation of a disability

If the student does not hold any evidence, Disability Advice and Guidance (DAG) can provide a disability evidence template for medical conditions which can be completed by a health professional, and/or provide funding (up to £300) to access a Specific Learning Difference (SpLD) diagnostic assessment (on the same basis as to all other UoL students).

The student provides supporting documentation of a disability

The student will be provided with the opportunity to access:

- An Apprenticeship study needs assessment undertaken by an external provider (ATOP) to identify funded provisions, e.g. equipment, Non-Medical Helper (NMH) support
- Disability Advice and Guidance Adviser 1-1 meeting to identify reasonable adjustments for their studies
- The development of a Student Support Information Sheet (SSIS) which is circulated to the Departmental Disability Contact (DDC) and available to Tutors via the Tulip class list
- Loan of accessibility equipment and/or software (if applicable), purchased and loaned by IT services (as listed on the needs assessment)
- 1-1 software training with accessibility technologist
- Funded Non-Medical Helper provision (if applicable), organised via Disability Advice and Guidance
- Access to inclusive study resources
- Printer credits (if applicable)
- Review of support recommendations available throughout the period of study by booking an appointment with DAG via the [Disability Support pages](#)

Departmental Disability Contact (DDC) for Apprenticeship students

A DDC for each academic department/School/Institute will be named to enable students' equity of provision with other University of Liverpool students.

- DDCs will be provided with a copy of the Student Support Information Sheets
- DDCs will be available to support/discuss reasonable adjustment recommendations with DAG and students.

Breaks in Learning

The Degree Apprenticeship Administrator in AQSD will provide DAG with an email alert should a student take a break and again on their return.

Information provided to the Apprenticeship Team for ESFA requirements

- DAG will inform the Degree Apprenticeship Manager & Degree Apprenticeship Administrator in AQSD of any funded support provided to a student.
- DAG will highlight to IT Services loan equipment purchases required

Evidence of activity each month

The Degree Apprenticeship Administrator in AQSD will coordinate the monthly activity information to enable financial claims to be submitted monthly via the Individualised Learner Record (ILR) to the Education and Skills Funding Agency (ESFA). The Apprenticeship team (Degree Apprenticeship Manager & Degree Apprenticeship Administrator) can access information to support monthly activity from the following sources:

- NMH provider in the form of session logs
- Tutors meetings
- NMH report detailing the number of hours taken up in the academic year

Budget - related activity

The Apprenticeship team (Degree Apprenticeship Manager & Degree Apprenticeship Administrator) will make claims to the ESFA for Additional Learning Support in relation to disabled students' activity and equipment purchases.

The Apprenticeship team (Degree Apprenticeship Manager & Degree Apprenticeship Administrator) will provide DAG and IT services with a monthly report detailing funds received against each student

- DAG will request monthly internal transfer of NMH-related funding as applicable (BIF)
- IT Services will request a monthly internal transfer of equipment related funding as applicable (BIF)
- Monthly payments for Additional Learning Support (ALS) from the ESFA are £150 per apprentice and must be supported by evidence of support or claims cannot be made.
- We can use the Earnings Adjustment Statement (EAS) to adjust funding in certain scenarios where we have apprentices who require 'Excess Learning Support' above the value of £150 per month.