GUIDANCE ON APPLYING: ENHANCED FUNDING FOR MODERN APPRENTICES AGED 20-29 YEARS (DISABILITY AND/OR CARE EXPERIENCED)

INTRODUCTION

The aim of Enhanced Funding Contribution (EFC) is to enable Providers to offer additional support for disabled people and/or those who are care experienced aged 20-29 on the Modern Apprenticeship Programme. This is because SDS and the Scottish Government recognises that disabled people and those who are care experienced can face additional challenges in their career journeys.

SDS recognises that some disabled and care experienced people might not require additional support during their MA journey or might prefer not to disclose a disability or care experienced background. However, for those who do, EFC is available at the highest level (16-19 years) of MA Programme funding contribution for the Apprentice’s chosen framework. Providers will be able to apply for EFC to support those apprentices aged 20-29 who require additional support from the Provider to sustain and achieve an MA.

A new form, Appendix 4, “Eligibility Declaration for Enhanced Funding for Modern Apprentices aged 20-29 years (Disability and/or Care Experienced)” is available for Providers to complete with the Apprentice highlighting the support that is required. An application can only be submitted if the Apprentice meets the criteria set out in parts A &/or B and the support required is clearly described, in part C. The Provider must ensure that support is not provided or made available through Access to Work or from the employer and/or any other funding source.

The Equality Team can be contacted for guidance on completion of the form and on supporting Apprentices. We would welcome enquiries before submission especially as there is no appeal if the application is rejected. Equality.Apprenticeships@sds.co.uk.

IDENTIFYING APPROPRIATE SUPPORT

The benefits of disclosure done in a safe and confidential manner equips the Provider with relevant knowledge to put support in place and recommend reasonable adjustments to the employer that might otherwise be missed.

SDS have published several tools and guides to support Providers to undertake Needs Assessments and identify appropriate support including online resources:-

- Disabilities A-Z, a guide to reasonable adjustments and conditions
- The “Needs Assessor Handbook” is a comprehensive guide to preparing for and undertaking a needs assessment. Available in the Equality section of Apprenticeship.scot here
- Access to work https://www.gov.uk/access-to-work

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## ELIGIBILITY AND APPENDIX 4 COMPLETION

- Eligibility Criteria is set out in the MA Specification section 2.3 Funding Allocations and section 4.1 Eligibility Criteria for MA Funding
- It is available to support: new starts; existing apprentices who declare a disability and/or care experience; and progressions. If the MA is a re-entrant - please discuss with the Equality Team.
- Ideally disclosure should be made prior to the Apprentice starting in order to get the support in place but if the Apprentice’s circumstances change or they disclose later that they require support due to disability and/or care experience and an application should be made by completing Appendix 4, however the EFC will be paid pro rata from the point the application was approved. Please refer to section 2.9 of the MA Specification for further information on this.
- Providers can apply for EFC if the Apprentice is aged 20 to 29 years and would describe her/himself as disabled and/or care experience as described in Appendix 4 completing Parts A, Disability and/or B, Care Experience; and
- the Provider must identify, in conversation with the Apprentice the appropriate support and complete the table in Part C- Support;
- Both the Apprentice and Provider must complete and sign Part D – Declaration

## ADDITIONAL INFORMATION

- Providers can only access the Enhanced Funding for frameworks they are contracted to deliver but it does include frameworks where SDS does not normally make a contribution at 25+.
- Providers will now need to produce evidence of the additional support they have put in place and this will be monitored by SDS and may be used both in evaluating the effectiveness of EFC or as good practice to share with other Providers.
- Providers should document the support provided in the Apprentice Learning Plan and if appropriate in the Apprentice Progress Review.
- Providers must ensure all signed copies of approved Appendix 4 are stored securely in accordance with GDPR and that when sending the completed Appendix 4 for approval confidentiality is ensured by sending encrypted copy as set out in the Information Security Policy - Appendix 4 of the MA Conditions
RECORDING ON FIPS

1. The Provider cannot compel Apprentices to sign Appendix 4
2. A blank copy of the form (MA Specification, Appendix 4) is held in the provider area of Apprenticeships.scot and also on the SDS Provider Web Pages.
3. Where the application is made at the beginning of the Apprenticeship SDS approval of the EFC must be in place prior to entering the start on FIPS. Once approval is received the assignment can be entered on FIPS, following the guidance below, to change the age category to 16-19, which will apply the highest level of funding, enter the Training category comment and upload the appendix 4.
4. Should an MA disclose a health condition, disability or being care experienced after the start has been recorded on FIPs the Provider will be required to submit an EFC application to Equality.Apprenticeships@sds.co.uk and the application will follow due process. If the application is approved the provider will be informed and requested to upload the approved appendix 4 to the FIPS assignment. SDS will facilitate the change of age group, training comment and apply the pro rata funding to the assignment from the date of Appendix 4 approval.
5. Retention of Appendix 4 is required for audit purposes. As this contains personal information, this form must be held securely in compliance with Data Protection legislation (including the General Data Protection Regulation and the Data Protection Act 2018). (See section 28 in MA Conditions)

Where the apprentice is a new start and Appendix 4 has been approved the Provider should complete the Training Agreement with the following details. (Please note, no change is required on Training agreement for existing MAs)

a) Training Agreement – section on qualification & contact details
   I. Training Category select 16-19.
   II. Change Training Category select Yes.
   III. Reason for change – enter the appropriate option from those listed in the table below. For example, if the correct category is Disability enter Enhanced 1 in the box

<table>
<thead>
<tr>
<th>Enhanced Funding Category -Disability/Care Experienced</th>
<th>Option for Training Agreement and FIPS Training Category Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability</td>
<td>Enhanced 1</td>
</tr>
<tr>
<td>Care Experienced</td>
<td>Enhanced 2</td>
</tr>
<tr>
<td>Disability &amp; Care Experienced</td>
<td>Enhanced 3</td>
</tr>
</tbody>
</table>

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6. The MA details can then be registered on FIPS

   o **FIPS Application** – enter the details captured on the training agreement relating to training category to confirm that a change is required. The training category should be changed to 16-19 to provide the higher level of contribution (as shown on the FIPS Application Example).
   o An approved Appendix 4 must be uploaded to FIPs at time of application. This can be added in the Attachments dropdown. Select the document on your computer and attach.
FIPS APPLICATION EXAMPLE

Change the options below to update funding rate.

NOTE: If the above FIPS recording guidance has not been followed as described above, or if the correctly completed Appendix 4 is not uploaded to FIPS the assignment will be rejected. Example, the Training Category Comment must be Enhanced 1, Enhanced 2, or Enhanced 3 to qualify for the higher contribution rate.

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Enhanced Funding Process Map for MA Providers

All eligibility criteria must be met as set out in the MA Specification Section 2.9 and Appendix 4 - Eligibility Declaration for Enhanced Funding Modern Apprentices Age 20-29 years (Disability or Care Experienced)

- **No**
  - Contact Equality Team for advice

- **Yes**
  - Complete Appendix 4 with Apprentice, all parties must sign and date all relevant sections in Appendix 4
  - Provider must email completed and signed Appendix 4 to Equality Apprenticeship email address Equality.Apprenticeships@sds.co.uk to review
    - **Approved**
      - The assignment must now be entered on to FIPS with approved Appendix 4 uploaded
      - **Yes**
        - Equality Team will provide reason for rejection
        - **No**