

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

- [APPENDIX 4](#) AND
- [CHANGE OF SUPPORT REQUIREMENTS FORM \(CSR\) FORM](#)

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.

Applications are to be made on the firm, [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 and/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. Please see page 7 and 8 for detail on [Change of Support Requirements form](#).

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.

*See section below Support – Level of Detail Required

SUPPORT – LEVEL OF DETAIL REQUIRED

Support must be in addition to the support/adjustments you normally offer when making reasonable adjustments to your business as usual delivery for Apprentices with additional support needs. i.e. It is a **significant change to your business as usual delivery** in order to enable the Apprentice to start, sustain and achieve their Modern Apprenticeship.

To support the Apprentice you may need to consider a range of actions including:

- Significant change to the assessment processes and methodologies requiring staff time to develop and deliver this bespoke change
- Staff training from a specialist organisation to better understand a specific condition such as epilepsy or severe dyslexia
- Purchase of assistive technologies that the Apprentice requires for the assessment that the employer **cannot** obtain through Access to Work
- Additional meetings focussed on coaching and mentoring related to the support need and requires significant staff time or additional training
- Support must be tailored to the individuals needs

When completing the Appendix 4 the following information should be included:

- How the support is being tailored to the Apprentice's needs
- The information should be specific, detailed and **not** hypothetical
- It should be clear how this is a significant change to the business as usual reasonable adjustments
- Where the employer is also making adjustments or has Access to Work it should be clear how the support the Provider is putting in place is complementary to and aligns with this support.

An example- it has been identified a candidate will require additional assessor support or mentoring support as they have been experiencing anxiety, stress and low mood.

"We will offer the Apprentice more frequent meetings with the assessor over the Apprenticeship to allow the Apprentice to work at their own pace. The meetings will be at times that suit the Apprentice and could be face to face or video".

This would not be an acceptable statement.

To be acceptable the detail of additional support the provider will put in place for the Apprentice would include the following:

- How many additional meetings will be required in the first three months in addition to your business as usual offer?
- What these additional meetings will be used for? (Coaching, coping strategies, bringing in an agency to deliver support)
- When will the adjustment be reviewed with the Apprentice?
- What staff training will be undertaken or resources made available to those working with the Apprentice or do they already have the skills required?
- What discussions with the employer will be required? Or does this complement what they have in place?

- Other steps taken such as sign posting to a local support agency, or free online tools that could be used by the Apprentice.

NEEDS ASSESSMENT AND 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 deliver regular free training and CPD for Providers and have published several tools and guides to support Providers to undertake Needs Assessments and identify appropriate approaches and 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](#)
- Details on our Care Experienced recourses can be found under the guides section on our [Equality Page](#)
- The support which is identified should be additional to business as usual delivery
- When discussing additional support with the Apprentice, consider:
 - Support in the workplace
 - Support for building portfolio, preparing for assessments
 - Adapting resources, materials, delivery and assessment
 - Changes to meeting duration, timings and frequency
 - Transition support
 - Mentoring (Support partner/Employer)
 - Training for provider/employer staff from partner organisation
- If you would like to discuss the possible support which could be put in place, please email the Equality Team; Equality.Apprenticeship@sds.co.uk

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; re-entrants, existing Apprentices who declare a disability and /or care experience; and progressions
- 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 is submitted. 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 themselves 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; **this support should be additional to business as usual delivery**
- 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
- **Additional support should be additional to business as usual delivery**
- **Best Practice:** 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 the fully completed Appendix 4 are stored securely in accordance with GDPR as set out in the Information Security Policy - Appendix 4 of the MA Conditions
- Providers must upload fully completed form in to FIPS

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](https://www.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 the email 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 and email approval in to FIPS.
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 fully completed 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 1)

Enhanced Funding Category - Disability/Care Experienced	Option for Training Agreement and FIPS Training Category Comment*
Disability	Enhanced 1
Care Experienced	Enhanced 2
Disability & Care Experienced	Enhanced 3

***If the training category comment is not as stated in the above table, the assignment will be rejected and will be required to be re-submitted with the correct entry.**

6. The MAs details can then be registered on FIPS
 - **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).
 - Appendix 4 must be uploaded to FIPS when the Assignment is in Assignment “Draft” status. Video on how to upload can be found [here](#).

The fully completed form should be uploaded in FIPs in good time, any sections completed incorrectly will result in the noncompliance, SDS reserves the right to reclaim any funding at any point

FIPS APPLICATION EXAMPLE

Change the options below to update funding rate.

Training Provider Details **Training Details** Employer Details Participant Details Participant History and Current Em... Equality Details General Application Submission Related

Start Date	---	📅
Expected End Date	---	📅

Qualification Details

Area of Scotland	---	🔒 Age at Start	---
Qualification	---	Change to Training Category Required	<input type="checkbox"/> No
🔒 Sector Skills Council	---	🔒 Training Category	---
🔒 Framework	---	Off the Job Training as part of MA?	---
🔒 Awarding Body	---	🔒 Training Venue	---
Awarding Body Centre Number	---	Expenses	<input type="checkbox"/> No
🔒 Occupational Grouping	---		
🔒 VQ Level	---		
MA Centre Number	---		
Staged Registration	---		

Change to Yes

🔒 Age at Start	---
Change to Training Category Required	<input checked="" type="checkbox"/> Yes
Training Category Comment	---
⊗ Required fields must be filled in.	
Training Category	---
Off the Job Training as part of MA?	---
🔒 Training Venue	---
Expenses	<input type="checkbox"/> No

Training Category Comment:
Enter: Enhanced 1, Enhanced 2 or
Enhanced 3 as per Table 1 above

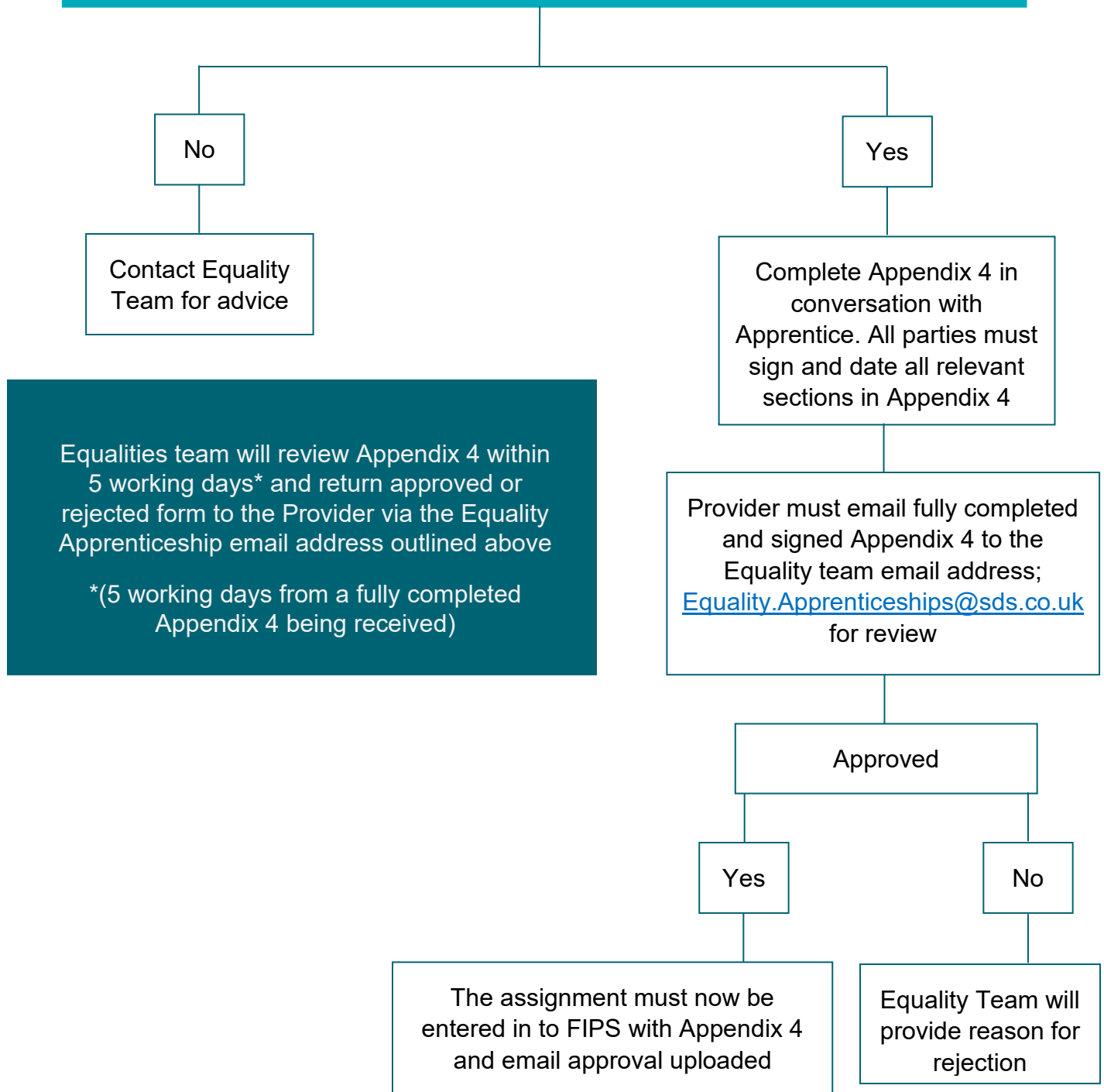
Training Category:
Change to 16-19

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.

FUNDING PROCESS MAP FOR MA PROVIDERS

This process map should be read in conjunction with the MA Specification 20/21 and the Enhanced Funding Guidance

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)



CHANGE OF SUPPORT REQUIREMENTS (CSR) COMPLETION:

If you believe that any of the support you have identified in your Appendix 4 submission requires to be significantly amended, you will require to submit details of the proposed amendments. Without prejudice to SDS's other rights and remedies, failure to implement all the measures you have identified and that have been approved by SDS may result in the enhanced funding being withdrawn and recovered.

If training category has changed, for example:

MA was Care Experienced and now disclosed a disability, (Enhanced 2 to Enhanced 3), please select this in the Change of category on the CSR form as outlined below.

Appendix 4 Category	Please x
Enhanced 1	
Enhanced 2	x
Enhanced 3	

Appendix 4a Category *	Please x
Enhanced 1	
Enhanced 2	
Enhanced 3	x

If a disability is disclosed after Enhanced Funding has been awarded, please update the Disability Category by circling the relevant letter on the CSR form which corresponds with the table below and outline an update to the additional support.

Disability Categories	
A	I have a social / communication impairment such as a speech and language impairment or Asperger's syndrome / other autistic spectrum disorder.
B	You have a learning disability (a condition that you have had since childhood that affects the way you learn, understand information and communicate) such as Down's Syndrome.
C	I am blind or have a visual impairment that cannot be corrected by glasses.
D	I am deaf or have a hearing impairment.
E	I have a longstanding illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy.
F	I have a mental health difficulty, such as depression, schizophrenia or anxiety disorder.
G	I have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D.
H	I have a physical impairment or mobility issues, such as difficulty using my arms or use of a wheelchair or crutches.
I	I have a disability, impairment or medical condition that is not listed above. Please state your disability / condition or impairment:

1. **Only** complete this CSR form if there has been a significant change to the support what was covered on the initial Appendix 4
2. The completed form should be sent to the Equality Team at Equality.Apprenticeships@sds.co.uk for review, when the Equality Team will review the form within **5 working days** and confirm their approval or rejection. **Only at that point can you upload the approved form onto FIPS.**
3. If the form is not approved, you will be notified by the Equality Team and the form will be emailed back to you from the email address outlined above.