

# **Apprentice Transition Plan (ATP) Access Fund - Guidance to support completion of application form**

## INTRODUCTION

The aim of the ATP Access Fund is to provide support to redundant apprentices, who otherwise would be unable to access and benefit from the ATP, as they require help with one or more of the following:

- 1. Digital access**
- 2. Travel support**
- 3. Support for learning**

The costs of this support are limited therefore it is important resources are carefully targeted. Providers are asked to submit applications for the costs for eligible redundant apprentices who need these resources and are committed to completing ATP.

The following guidance has been developed to assist Providers to apply. It is essential that applications are only made where Providers have robust processes to determine need. Please read the [ATP Access Fund Rules](#) for details of the conditions attached to this Fund.

## ELIGIBILITY

### 1. APPRENTICES

This support is for apprentices who are seeking to complete, or intend to undertake, the Apprenticeship Transition Plan Service (ATP) who:

- report that they do not have an appropriate device and/or are not connected to the internet at home where there is a reasonable requirement for such access in order to complete the ATP; and have an income so low they cannot afford to buy a device or pay for internet access;
- report that they:-
  - cannot afford to travel when required to do so for the purposes of completing the ATP, and/or need support with travel for the purposes of completing the ATP, arising from a health condition or disability; and/or;
  - have a disability or health condition such that without additional resources, such as assistive technology, specialist software or additional personal support they would be unable to access and benefit from the ATP. This applies to apprentices completing ATP Stage 4 only.

Apprentices with a disability or health condition who are continuing with their Modern Apprenticeship (certification) under the ATP, and are already in receipt of enhanced funding, will not be eligible for the Support for Learning element of this Access Support.

It is not for people who are in:

- full time education;
- receipt of support from any other digital access programme including (but not limited to) - SFC / SAAS FE/HE award, Digital Inclusion Programme from Youthlink Scotland, Connecting Scotland or similar; or
- receipt of a wage or training allowance.

**Note: The Apprentice must sign the declaration at the end this form to confirm eligibility.**

## 2. DIGITAL EXPENDITURE- HARDWARE AND DATA CARD FOR INTERNET ACCESS

Providers will be able to claim a set amount from SDS for one or more of the packages specified in the table below. The amounts available are based on the specification of the hardware required. However, Providers can use the support and add their own funding to purchase higher specification hardware should they wish to.

Providers are required to justify why an apprentice requires a laptop rather than a tablet, such as the requirements of the course work and assessments, or to accommodate specific software. **Note: Only one item of hardware can be applied for per apprentice.**

ELIGIBLE PACKAGES OF HARDWARE AND DATA CARD		
Digital offer	Nature of ATP circumstances	Allowance and conditions
<b>Laptop</b>	Having to complete certification in a framework area that requires more than a basic tablet. Justification must be provided in support of the application addressing why a laptop rather than tablet.	Up to £600  Laptops must be recovered by the Provider promptly following completion of the Apprentice's ATP, for re-use by other apprentices requiring one in order to complete their ATP.
<b>Tablet</b>	Having to complete certification in a framework area, or ATP Stage 4 that only requires a basic tablet. Justification must be provided in support of the application addressing why tablet is needed	Up to £120  Tablet can be retained by individual. Provider should hold evidence to confirm receipt and retention of the tablet by the apprentice.
<b>Data Cards</b>	Requiring data to interact with provider and/or assessment process- justification required in support of the application as to why data is required.	£20
<b>Additional Data cards</b>	If repeat application after 1 month - should be clear justification in support of the application as to why additional data is required.	£20

**Note:** If you have a requirement for the apprentice to have access to specialist software to support learning, which is not freely available, SDS will consider additional support on a case-by-case basis. Please speak to the ATP Adviser for advice in the first instance.

## NON-ELIGIBLE DIGITAL EXPENDITURE:

- Smart phones or hardware beyond SDS specification (with the exception of items 'match funded' by Provider and approved in advance).
- Hardware or software that has already been provided through Modern Apprenticeship Enhanced Funding, Access to Work or by the previous employer that the apprentice still has access to.

## RE-USE, SAFETY AND SECURITY

**Note:** It is anticipated that tablets will remain with the apprentice at the end of the ATP programme due to their short shelf life and the costs of retrieval, cleaning and reissuing.

The Provider will be fully responsible for the laptops that it purchases with the SDS funding, including the recovery of the laptops from apprentices. Where any application is made for a laptop and one or more laptops have been funded previously by SDS, the Provider will require to evidence that all previously funded laptops remain required for use by apprentices for the purposes solely of completing their ATP, and that an additional laptop is required. Providers are reminded that they will require to meet all applicable laws and regulations, and will be expected to comply with all current best practice guidelines to ensure that they only issue equipment to participants where the hardware and digital content has been adequately cleansed and checked.

## TRAVEL SUPPORT

This aspect of the ATP Access Fund is for apprentices who are impeded from completing their ATP due to an inability to access appropriate travel. Details of all journeys should be clearly noted:

- Where they are from/to;
- No. of journeys; and
- Cost of individual journeys and total cost.

The reason why travel support is required by this apprentice should also be clearly explained. If it is due to a disability or health condition, the Needs Assessment Report must be completed.

## SUPPORT FOR LEARNING

This aspect of the ATP Access Fund is for individuals who require additional resources to undertake ATP due to a disability or health condition. However, **it does not apply to ATP apprentices with a disability or health condition who are able to continue with certificated learning towards completion of their Modern Apprenticeship qualification.** In these cases, the provider will continue to access the MA enhanced funding contribution to support learning.

For apprentices who are not continuing with certificated learning and have a disability or health condition the Provider will be required to undertake a needs assessment to identify suitable resources and support.

If you require more information on undertaking a needs assessment there are several guides and resources available to assist and SDS equality team deliver training regularly to Providers.

- [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 the SDS website [here](#).
- The equality team are also available to assist you:  
[Equality.Apprenticeship@sds.co.uk](mailto:Equality.Apprenticeship@sds.co.uk)

## APPLICATION PROCESS

Once you have established the support required for the apprentice, complete and submit one application form per apprentice using the [ATP Access Fund application form](#). Email to: [ATPsupport@sds.co.uk](mailto:ATPsupport@sds.co.uk)

Providers must ensure that this confidential information is handled in line with all data protection laws that apply in the UK and the SDS Information Security Policy ([see Appendix 4 of the MA Programme conditions](#)). Be aware that the information in these forms will be processed in accordance with the SDS [MA Privacy Notice](#).

Acceptable applications from Providers will be processed and SDS will aim to notify applicants of the decision within 5 working days.

If notified of approval, Providers should purchase the equipment and/or internet access (as applicable). Claims for all approved expenditure can only be claimed at the one time (i.e. not in instalments) up to the approved amount. Please read our [ATP FIPS quick start guide](#) for instructions on how to claim and the evidence requirements.

**Notes:** Once the form is fully completed and signed by the apprentice you should encrypt the data following the guidelines in the MA Conditions Appendix 4 and using your normal password, then email it, and any supporting evidence, to [ATPsupport@sds.co.uk](mailto:ATPsupport@sds.co.uk)

## ATP ACCESS FUND PROCESS SUPPORT MAP FOR PROVIDERS

