



Llywodraeth Cymru
Welsh Government

Technical guidance for specialist further education establishments

Securing provision for young people with learning difficulties

Guidance

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Technical guidance for specialist further education establishments

Audience	This document is principally aimed at specialist further education establishments. Other parties who may have an interest include Careers Wales, principals of institutions in the further sector in Wales, young people, parents/carers, local education authorities, social services departments and local health boards.
Overview	This document sets out advice and guidance on the Welsh Government's expectations for the role of specialist further education establishments in the assessment process under section 140 of the Learning and Skills Act 2000, as well as guidance on the operational procedures which should be followed in respect of delivering provision.
Action required	Specialist further education establishments are required to have regard to the advice and guidance set out within this document.
Further information	Enquiries about this document should be directed to: Additional Learning Needs Branch Support for Learners Division The Education Directorate Welsh Government Cathays Park Cardiff CF10 3NQ e-mail: Post16ALN@gov.wales
Additional copies	This document can be accessed from the Welsh Government's website at gov.wales/educationandskills
Related documents	<i>Securing provision for young people with learning difficulties at specialist further education establishments (2017)</i> <i>Technical guidance for Careers Wales (2017)</i>

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

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Introduction

1. The purpose of this document is to set out, for the benefit of specialist further education (FE) establishments¹, advice and guidance on the Welsh Government's expectations of the involvement of specialist FE establishments in the assessment process under section 140 of the Learning and Skills Act 2000. In addition this document sets out guidance on the operational procedures which specialist FE establishments should adhere to in respect of delivering provision for young people in receipt of Welsh Government funding.
2. The policy and process by which the Welsh Government will make decisions about funding placements for young people, aged 16-25, with learning difficulties (see 'statutory context' section on page 3, for a definition), who require access to specialist provision is set out in the policy guidance '*securing provision for young people with learning difficulties at specialist further education establishments*'².
3. This is non-statutory guidance. However following this guidance will assist the Welsh Government to ensure that assessments are compliant with section 140 of the Learning and Skills Act 2000 and any subsequent placements adhere to the Welsh Government's financial procedures.
4. This document does not replace the contractual obligations set out in the Funding Agreement³ that individual specialist FE establishments must sign up to in order to access Welsh Government funded placements.
5. The Welsh Government intends to invite the National Assembly for Wales to replace the existing law relating to post-16 education for young people with learning difficulties with legislation aimed at supporting young people with additional learning needs. However until this change takes place, the current law remains in force. This document does not include any information regarding the future system under that legislation.

¹ For the purposes of this document, specialist FE establishments include Independent Specialist Colleges and other specialist post-16 providers.

² <http://gov.wales/topics/educationandskills/publications/guidance/p-16-funding-for-learners-with-learning-difficulties/?lang=en&dfd>

³ The Funding Agreement establishes a framework between the Welsh Government and the specialist FE establishment in respect of young people agreed to be funded by the Welsh Government.

Statutory context

6. A person will be considered to have a learning difficulty if that person:
 - (a) has a significantly greater difficulty in learning than the majority of persons of their age, or
 - (b) has a disability which either prevents or hinders them from making use of facilities of a kind generally provided by institutions providing post-16 education or training (see section 41(5) of the 2000 Act).
7. A person is not to be taken to have a learning difficulty solely because the language (or form of language) in which they are or will be taught is different from a language (or form of language) which has at any time been spoken in their home⁴.
8. The Welsh Government's functions in respect of securing the provision of facilities for education and training and for funding placements, including those at specialist FE establishments, are set out in the 2000 Act.
9. In brief, the Welsh Government is obliged to secure the provision of a range of facilities for education and training for young people aged 16 to 25 and they have powers to fund FE establishments and young people. When exercising these functions the Welsh Government must have regard to the needs of persons with learning difficulties and in particular, to any report of an assessment the Welsh Government arranges under section 140. Those assessments must be arranged for young people who have statements of special educational needs (SEN) and who are leaving school to go into further education, and they can also be arranged for young people in other circumstances.
10. If the Welsh Government cannot secure the provision of the right range of facilities for education and training for young people with learning difficulties unless they also secure the provision of boarding accommodation, then they must also secure the provision of boarding accommodation.

Summary of effect

11. Taken together, one of the practical effects of sections 31, 32, 41 and 140 of the 2000 Act is to require the Welsh Government to consider whether they should fund the placement of a young person with learning difficulties at a specialist FE establishment.

⁴ Learning and Skills Act 2000, section 41(6).

Section 140 assessment

Transition

12. Clear identification of a young person's education and training needs and the provision established as necessary to meet those needs, will help a young person to make a successful transition into the FE sector. In order to identify this information, careers advisers undertake assessments (also known as section 140 assessments) on behalf of the Welsh Government. This usually forms part of the transition process during the last year of compulsory schooling for the young person.
13. Further information on the role and responsibilities of careers advisers in the section 140 assessment process is contained in the document '*Technical guidance for Career Wales: securing provision for young people with learning difficulties*'⁵.
14. Transition from school to a new learning establishment can be a difficult time for any young person. Those with learning difficulties are at a particular risk of not making a successful transition, if appropriate planning and sufficient time have not been put in place. This can potentially impact on their ability to progress with learning and/or achieve their intended outcomes.
15. The transition planning process is set out in the Special Educational Needs Code of Practice for Wales⁶ and begins in Year 9. Chapter 9 of the SEN Code of Practice for Wales sets out the process for transition from school and describes the roles of agencies involved. The transition planning and/or annual review process must be undertaken in an impartial, unbiased, person-centred way. These meeting(s) for that young person should therefore only involve those as identified within the SEN Code of Practice. The Welsh Government would not normally expect specialist FE establishments to be actively involved in review meetings as it would be difficult to maintain impartiality when discussing appropriate and available options for that young person.
16. The Welsh Government expects all mainstream and specialist FE establishments to be open to requests from careers advisers to assess whether they are able to meet the particular needs of a young person.
17. The Welsh Government consider it good practice for mainstream and specialist FE establishments to engage with each other regarding those young people with complex needs who are seeking post-16 education, to ensure the necessary provision to meet their identified education and training needs can be established and realistically delivered.

⁵ <http://gov.wales/docs/dcells/publications/170323-technical-guidance-for-careers-wales-en.pdf>

⁶ The SEN Code of Practice for Wales is issued pursuant to section 313 of the Education Act 1996. LAs and Governing Bodies exercising functions under Part IV of the Education Act ('Special Educational Needs') have a legal duty to have regard to the provisions of the Code.

Requirements of the Assessment

18. Section 140 requires that an assessment should result in a Learning and Skills Plan (LSP) which identifies the following:
 - the young person's educational and training needs; **and**
 - the reasonable and realistic provision and duration required to meet those needs, along with any additional holistic support required, where it is needed;
19. The LSP should establish what can actually and realistically be provided, not what is ideal or what would be good in theory. Further information on what should be contained within the LSP can be found in the guidance document '*Technical guidance for Career Wales: securing provision for young people with learning difficulties*'.
20. It is the Welsh Government's expectation that mainstream FE establishments will normally meet the education and training needs of the majority of young people who have a learning difficulty. Therefore careers advisers, in establishing the provision necessary to meet the young person's education and training needs, must in the first instance establish whether provision is available through the mainstream FE sector, before considering alternative options, such as provision within specialist FE establishments.
21. Where access to specialist provision is being considered, information relating to the section 140 assessment will be shared with the specialist FE establishment. This includes any information relating to the wider holistic needs of the young person, such as social care or healthcare needs. Where a young person has had social care or healthcare involvement, the careers adviser will share the relevant assessment (or at a minimum a broad description of current needs being met by these relevant agencies) with the specialist FE establishment.
22. The specialist FE establishment should consider the information provided and undertake their own initial assessment of the young person in order to establish the provision they can cater for. When establishing this provision, the specialist FE establishment may identify a programme of study consisting of accredited, non accredited or a mix of accredited and non accredited learning. In doing so, the specialist FE establishment will need to ensure that any proposed programme of study specifically meets the education and training needs of the young person and their desired outcomes.
23. The specialist FE establishment will need to provide the relevant careers adviser with an electronic copy of the setting's own assessment along with a completed '*Specialist Further Education Provision Breakdown*' form (see '*Specialist further education provision breakdown form*' section on page 18), which will set out how the setting would meet the young person's identified education and training needs. The specialist FE establishment should provide the assessment report and completed '*Specialist Further Education Provision Breakdown*' form to the relevant careers adviser in a timely manner.
24. It is the Welsh Government's expectation that establishing provision locally should be prioritised, be it mainstream or specialist provision, to ensure young people can retain links to their families and communities. Should local provision not be available to meet the young person's identified education and training needs, it is expected that careers

advisers will consider other provision in Wales, where it is reasonable to do so, before provision elsewhere.

Welsh Government arranged assessment

25. In exceptional circumstances, the Welsh Government may specifically arrange for an educational psychologist (EP) to undertake the section 140 assessment of a young person. In these circumstances the Welsh Government arranged EP will engage with the specialist FE establishment directly to obtain any necessary information. Further information on Welsh Government arranged assessments can be found in the guidance document '*Technical guidance for Career Wales: securing provision for young people with learning difficulties*'.
26. Where the Welsh Government arranges for an assessment, it will act specifically upon the outcome of that assessment. Where this assessment identifies provision at a specialist FE establishment, the careers adviser will not be expected to submit an application for funding. Instead the Welsh Government, in these circumstances, will make a funding decision for that specialist provision based on the advice of that assessment. In these situations, the Welsh Government will work with the proposed specialist FE establishment to obtain a completed '*Specialist Further Education Provision Breakdown*' form so that additional information, such as placement costs, can be considered. This additional information will be required before a funding decision can be made.

The application process

27. Where the section 140 assessment identifies a need for provision from a specialist FE establishment, the careers adviser must submit an application for funding, the LSP and the '*Specialist Further Education Provision Breakdown*' form along with any additional supporting evidence to the Welsh Government to consider.
28. The application form will set out summarised information about the young person and specifically include information about those specialist FE establishments approached, the preferred provider, the proposed programme, duration (i.e. start and end date), nature of provision (day / boarding) and how the proposed programme will equip the young person to achieve their desired outcomes. This information will be identified from the '*Specialist Further Education Provision Breakdown*' form that the specialist FE establishment will have provided to the relevant careers adviser.
29. It is important that careers advisers and specialist FE establishments work together effectively during the section 140 assessment process so that information relating to any subsequent application for funding can be shared in a timely manner. This will enable applications for funding to be submitted to the Welsh Government as quickly as possible, and before set deadlines. Further information on the application process and the related timescales is set out in the policy guidance '*securing provision for young people with learning difficulties at specialist further education establishments*'.

Duration of Study

30. The Welsh Government's policy is to secure the provision considered necessary to meet the young person's identified education and training needs. Where specialist provision is being sought, this should include consideration of the duration required based on the young person's capability to progress and achieve against a proposed programme of study. For the majority of young people accessing specialist provision, the duration will be comparable with the duration of provision available within mainstream FE establishments. However, the Welsh Government will consider applications for a longer duration than two years on an exceptional basis.
31. Where a programme of study⁷ lasting more than two academic years is proposed exceptional reasons relating to the individual's capability to learn will need to be demonstrated. Even in these cases, funding is unlikely to be offered for more than two years in the absence of objective evidence demonstrating that the provision identified as necessary to meet the young person's established needs cannot realistically be provided by a study programme of two years. This information should be provided by the specialist FE establishment within the '*Specialist Further Education Provision Breakdown*' form.
32. It is the Welsh Government's expectation that 'objective evidence', as referred to in the paragraph above, would be (but not limited to) evidence of how the programme of study would generally be delivered over a two year duration. It is also our expectation that 'exceptional reasons', in this case, would normally relate to (but not limited to) why that young person (for whom the placement relates to) could not undertake that provision within the normal timescales for delivery. The Welsh Government will not normally accept an exceptional reason to justify a duration where the programme is described / considered to be a three year 'standard' offer.

Programmes of Study

33. Specialist FE establishments must identify a clear and reasonable programme of study that meets the young person's identified education and training needs, linked to their future aspirations, as part of the section 140 assessment process. The specialist FE establishment should, in so far as is possible, identify a breakdown of what is expected to be delivered in each of the academic years required and the expected outcomes. This should be clearly set out within the '*Specialist Further Education Provision Breakdown*' form. Further information on the Welsh Government's expectations for programmes of study, including access to day or boarding provision, is set out in the policy guidance.
34. Where the specialist FE establishment proposes accredited learning as part of the programme of study, the specialist FE establishment should identify the total number of credits that make up the accredited learning. The specialist FE establishment should

⁷ Specialist FE establishments are specifically set up to cater for the complex needs of those young people their provision is specifically aimed at, i.e. young people with severe autism or young people with profound and multiple learning difficulties, etc. The Welsh Government therefore generally expects specialist FE establishments to design bespoke programmes of study that are comparable in duration to that provided by a mainstream FE establishment. These programmes should be specifically targeted at the realistic level of education achievable in that duration for the general cohort of young people who attend these establishments.

also endeavour, in so far as is possible, to provide a breakdown of those credits per year. This provides an indication to the Welsh Government of the expected learning journey for that young person, however, the Welsh Government understands that this will not necessarily mean an absolute expectation of progress.

35. Where the specialist FE establishment proposes non-accredited learning as part of the programme of study the specialist FE establishment should also endeavour, in so far as is possible, to provide a breakdown of the non-accredited provision per year. The Welsh Government recognises that this non-accredited provision can often be dictated by the young person's progress and/or based on their areas of interest at that time. Therefore the Welsh Government will accept a list of non-accredited goals that the young person is aiming to achieve across the programme of study with an indication of the goals (or number of goals) the young person would be expected to work towards/achieve in that academic year, e.g. five out of the ten non-accredited goals listed. All non-accredited provision should be specifically linked to any learning objectives for the individual and the strategy required to achieve those objectives.
36. The Welsh Government recognises that for some young people with complex needs, progression in their learning may be horizontal rather than vertical. Therefore some young people may need to acquire and develop skills over a period of time at a similar level to their previous learning. Where this is likely to be the case, the specialist FE establishment should (in establishing a programme of study) provide Careers Wales and the Welsh Government with a rationale for the identified level of learning proposed. In addition the Welsh Government also understands that it may not be possible during the s140 assessment stage to identify the appropriate level of learning the programme of study will need to be aimed at. In these circumstances the specialist FE establishment should confirm the level of learning immediately following the 6 week assessment of the young person, after they have commenced that provision.
37. This high-level breakdown of information for the young person's proposed programme of study is needed in order for the Welsh Government to monitor and assess progress against any subsequent agreed programmes of study that are delivered.

Funding / Fees

38. The Welsh Government does not act alone in supporting young people with learning difficulties. Where, in addition to educational needs, there are medical, domestic or social services reasons leading to a recommendation for specialist FE provision, the Welsh Government will look to the appropriate agency to enter into an arrangement for joint funding.
39. Specialist FE establishments should ensure they have clearly identified the costs, inclusive of any pre-entry assessment costs, associated with a proposed placement during the section 140 assessment process. The specialist FE establishment will need to provide a breakdown of the specific costs that relate to education, health and/or social care. This should be clearly set out within the '*Specialist Further Education Provision Breakdown*' form. Should the costs need to change, the specialist FE establishment is responsible for submitting a revised form to the relevant careers adviser.

40. The Welsh Government's policy guidance '*securing provision for young people with learning difficulties at specialist further education establishments*' provides further advice in regards to funding arrangements.

Transition Planning

41. It is important that transition arrangements are in place to ease the young person into their new provision to minimise the risk of stress and/or anxiety to the individual. The specialist FE establishment will need to identify the proposed arrangements to enable an effective transition into the setting and clearly set these arrangements out within the '*Specialist Further Education Provision Breakdown*' form. This information should be specifically tailored to the young person and not a generic statement about the setting's transition planning arrangements.

42. It is equally important that transition out of the specialist FE establishment will be planned and implemented effectively, in conjunction with relevant support agencies. The specialist FE establishment will need to indicate the proposed arrangements to exit the setting upon completion of the proposed programme of study and set these out within the '*Specialist Further Education Provision Breakdown*' form. The Welsh Government recognise that post-placement arrangements are subject to decisions taken by other relevant support agencies which may impact on the 'actual' destination of the young person once their programme of study concludes. Therefore the Welsh Government will accept a generic statement of potential arrangements for transition out of the setting, but where possible, transition planning information should be tailored to the young person.

43. The Welsh Government's policy guidance '*securing provision for young people with learning difficulties at specialist further education establishments*' sets out the Welsh Government's expectations for effective transition arrangements.

Decisions on Applications for Funding

44. Following initial consideration of an application for funding, the Welsh Government will normally contact the relevant careers adviser to identify whether there are any concerns and/or further queries relating to the application request. Where the query relates to the information provided by the specialist FE establishment, the Welsh Government will inform the relevant contact at the setting in order that any queries can be resolved in a timely way. The Welsh Government will endeavour to raise any queries, where applicable, within two weeks of receipt of the application.

45. The Welsh Government will make every effort to make a decision on an application within 6 weeks.

46. Where an application for funding a placement at a specialist FE establishment is approved, the Welsh Government will write to the young person, the parent/carer (where appropriate), the careers adviser, the specialist FE establishment and other relevant agencies to confirm the decision and what specifically has been approved, i.e. the programme of study and the specified duration.

47. A Student Funding Authorisation Form (SFAF) will be issued to the college, along with a copy of the confirmation letter, which will set out the agreed details of the funding;

programme of study; and duration. It is the Welsh Government's expectation that specialist FE establishment will check this information upon receipt and raise any concerns, where necessary, at that time.

48. Following this confirmation, the relevant careers adviser will provide the specialist FE establishment with a copy of the young person's finalised LSP so that they may ensure the necessary support arrangements can be put in place as early as possible.
49. Where an application for funding at a specialist FE establishment has not been approved, the Welsh Government will write to the young person, the parent/carer, the careers adviser, the specialist FE establishment and other relevant agencies to confirm the decision and provide reasons.

Reporting requirements for agreed programmes of study

Reporting progress for a young person on an agreed programme of study

50. Specialist FE establishments are responsible for assessing a young person's progress against their agreed programme of study and their desired outcomes. The Welsh Government expects that any concerns or problems relating to the young person's ability to complete the agreed programme of study should be raised in termly reviews within the setting and recorded in their respective progress reports. The specialist FE establishment should invite the relevant careers adviser to the termly reviews, along with the parents and where relevant health and social care professionals. The Welsh Government does not attend termly reviews and should not be invited. Copies of any subsequent minutes of the termly reviews for that young person should also be provided to the careers adviser.
51. The specialist FE establishment is required to provide the Welsh Government with regular feedback on a young person's progress against their agreed programme of study. The specialist FE establishment will need to submit an end of first academic term and an end of academic year progress report, for each academic year the young person is being funded by the Welsh Government, to the Welsh Government. The specialist FE establishment should provide this progress report using the '*Progress Report*' form (see 'Progress report form' section on page 22).
52. The progress report should relate specifically to the young person's programme of study that the Welsh Government has agreed to fund and will need to match what has been set out in the confirmation letter and SFAF.
53. The progress report should identify what has been achieved to date and what has not been achieved, along with any expected completion dates. This should be in line with the breakdown provided by the specialist FE establishment for the original programme of study.
- Where the young person is undertaking accredited learning as part of their agreed programme of study, the specialist FE establishment should identify how many credits have been achieved or partially achieved and how many credits are remaining.
 - Where the young person is undertaking non-accredited learning as part of their agreed programme of study the specialist FE establishment should identify the non-accredited goals (or number of) that have been completed, partially completed and the non-accredited goals (or number of) yet to commence.
54. The specialist FE establishment will need to indicate on the progress report if the young person is on track to complete the agreed programme of study by the agreed programme end date and if not, reasons relating to the young person should be provided. The specialist FE establishment should also set out within the progress report any progress made on transition arrangements linked to the young person's proposed destination. Any information contained within the progress report linked to transition arrangements should be specifically tailored to the individual concerned and not a generic statement about the setting's transition planning arrangements.

55. The '*Progress Report*' form can be submitted, electronically, to the Welsh Government by the specialist FE establishment as early as they consider it appropriate to do so, however at a minimum the '*Progress Report form*' will need to be submitted within one month following the end of the first academic term, and within one month prior to completing the academic year. No additional supporting information is required to be submitted with the '*Progress Report*' form.
56. Once the Welsh Government have agreed a programme of study for a young person, it is committed to funding that programme of study for the entire agreed duration (provided the young person remains on the programme). Once the academic year of an agreed programme of study has concluded, there is no separate application process to request a continuation of funding for the subsequent 'agreed' years. Provided the specialist FE establishment submits a satisfactory⁸ '*Progress Report*' at the end of the young person's academic year, the Welsh Government will then confirm funding for the subsequent year (of the agreed duration) with the setting. Issues with the quality of a progress report will delay the confirmation of continuation of funding, for example, where the specialist FE establishment has reported progress on a programme of study that has not been agreed by the Welsh Government.

Requesting a change to an agreed programme of study

57. Any changes to the provision within an agreed programme of study will need to receive agreement from the Welsh Government prior to the commencement of that proposed provision. Further information on the Welsh Government's expectations for changes to an agreed programme of study is set out in the policy guidance '*securing provision for young people with learning difficulties at specialist further education establishments*'.
58. Where a change to an agreed provision is being sought, the specialist FE establishment will need to contact the Welsh Government to discuss the change being sought. Following the discussion and where considered appropriate, the Welsh Government will issue a '*Change Request*' form that the specialist FE establishment will need to complete and return to the Welsh Government.
59. The specialist FE establishment should only seek to request a change to an agreed programme of study where the change:
- has implications for the Welsh Government funding; or
 - affects the total number of credits / non accredited goals planned to be undertaken; or
 - affects the overall programme.
60. The specialist FE establishment should not seek to request a change to an agreed programme of study where the changes are in relation to:
- the name of an accredited / non-accredited course/programme (whereby the name has been changed by the qualification board), etc. In these situations the specialist FE establishment should inform the Welsh Government of these administrative changes as part of the process for submitting a progress report for the young person.

⁸ The term 'satisfactory' is not in relation to the level of progress made by the young person, but the quality of the progress report submitted by the specialist FE establishment, i.e. is it in line with the guidance set out within the 'Reporting progress for a young person on an agreed programme of study' section.

- support provision that would be specifically funded through relevant support agencies (not the Welsh Government), i.e. social services or the Local Health Board. In these situations the specialist FE establishment should seek the necessary agreement and contribution of funding through the relevant funding agency. In these instances, the Welsh Government would only need to be informed of this change in support provision agreed by the relevant funding agency.
61. The Change Request form provided by the Welsh Government will include information related to the young person and the agreed programme of study (as set out within the SFAF). The specialist FE establishment will need to specifically set out in the '*Change Request*' form what the proposed change being requested is, any costs associated and the reasons for the proposed change.
62. The specialist FE establishment will need to specifically identify on the '*Change Request*' form what element of the programme is being 'added' and/or 'removed' along with the reasons for the change. Reasons should relate to the identified education and training needs, as stated in the young person's LSP. The specialist FE establishment should also consider whether arrangements are needed to transition the young person onto the proposed change of provision. If transition arrangements are required, these should be identified on the '*Change Request*' form.
63. Where the young person does not have the mental capacity to consent to changes to their agreed programme of study and was previously in receipt of a 'best interests decision' (that led to the agreed placement), the specialist FE establishment should consider, in conjunction with interested parties, whether a 'best interests decision' is required.
64. It is the Welsh Government's expectation that where changes to a young person's provision significantly impacts on the agreed programme of study, e.g. change of programme or course of study, this should be identified as early as possible within their academic year. Therefore, all requests to make a 'significant' change to an agreed provision will need to be submitted within the young person's first term of study in any academic year. The Welsh Government will not normally accept any requests to significantly change a provision if it is received after this time in any academic year. The Welsh Government will however consider minor changes to support provision where it is considered necessary throughout the academic year.
65. The Welsh Government will endeavour to make a decision within two weeks of receiving a request to change an agreed programme of study. The Welsh Government will confirm in writing the outcome of that decision to the young person, the parent/carer (where appropriate), the careers adviser, the specialist FE establishment and other relevant agencies.

Reporting an incident for a young person on an agreed programme of study

66. Where an incident takes place in relation to a young person, funded by the Welsh Government on an agreed programme of study, the Welsh Government must be notified immediately or as soon as is possible. The specialist FE establishment must complete and submit the '*Incident Notification*' form (see 'incident notification form' section on page 24).

67. The Welsh Government recognises that due to the age of these young people and the very nature of their learning difficulties that a wide range of incidents can occur at anytime within the duration of their agreed programme of study. Therefore, for the purposes of Welsh Government reporting requirements on such incidents, the Welsh Government need only be informed where the incident is to such an extent that it has the potential to impact on the young person's progress and/or attendance on the agreed programme of study, such as illness or safeguarding issues.
68. The specialist FE establishment must also inform the Welsh Government if the incident has resulted in third party involvement. This should be set out in the '*Incident Notification*' form

Reporting an absence or withdrawal for a young person on an agreed programme of study

69. Where a young person becomes absent or withdraws from an agreed programme of study, the Welsh Government must be notified immediately or as soon as is possible in line with the conditions set out in the 'Funding Agreement'. The specialist FE establishment must complete and submit the '*Absence or Withdrawal*' form (see 'Absence or withdrawal form' section on page 25).
70. The specialist FE establishment will be required to submit any relevant dates and information relating to the absence or withdrawal, along with any action taken by the specialist FE establishment to minimise impact of the absence or to prevent the young person from withdrawing from the programme.
71. Where the absence or withdrawal results in a 'cessation of learning' the Welsh Government may review the level of payment for the specialist FE establishment in relation to that placement. The circumstances leading to a 'cessation of learning' are set out within the setting's Funding Agreement.

Requests to fund an extension to an agreed programme of study

72. Specialist FE establishments are responsible for giving consideration, in conjunction with the young person, their parent/carer and relevant careers adviser, as to whether a request for an extension to the agreed programme is necessary. The specialist FE establishment is responsible for submitting a request for an extension to the Welsh Government. In this context 'extension' means an extension of time to complete the original programme of study which the Welsh Government agreed to fund. Further information on the Welsh Government's expectations for requesting an extension to an agreed programme of study is set out in the policy guidance '*securing provision for young people with learning difficulties at specialist further education establishments*'.
73. Where a request for an extension to an agreed programme of study is being made, the specialist FE establishment will need to complete and submit the '*Extension Request*' form (see 'Extension request form' section on page 27).
74. The length of time required for the extension must be proportionate to what remains to be completed within the young person's agreed programme of study. The specialist FE

establishment should consider what is the reasonable and realistic time required for the young person to complete the original programme of study.

75. In requesting an extension, the specialist FE establishment will need to set out the remaining elements of the original agreed programme of study (that the extension relates to), the time required to complete the agreed programme and confirmation of whether the young person's support requirements will remain the same (as they currently receive). In addition the specialist FE establishment should specify the reasons why an extension to an agreed programme of study is deemed necessary, outlining any actions undertaken by the setting to mitigate the need for an extension. Reasons for an extension will need to relate to meeting the identified education and training needs, as stated in the young person's LSP. Information on any alternative options considered in discussion with the relevant careers adviser should also be identified along with reasons why they were discounted.
76. Where the provision is jointly funded, the specialist FE establishment will need to confirm what discussions have taken place with social services/health boards relating to the proposed request for an extension and the associated costs. This should be included within the '*Extension Request*' form.
77. Where a request for an extension is being made, the Welsh Government will normally expect the progress reports submitted by the specialist FE establishment for that young person to also support the reasons being provided for that extension. It is important that there is a culture of 'no surprises' and the information provided by specialist FE establishments on the '*Progress Report*' form will help to facilitate this.
78. All requests for an extension will need to be submitted by **30 April** in the young person's final year of study; or the end of their penultimate academic term if the young person commenced their provision outside of the standard academic year.
79. The Welsh Government will endeavour to make a decision within four weeks of receiving a request to fund an extension to an agreed programme of study. The Welsh Government will confirm in writing the outcome of that decision to the young person, the parent/carer (where appropriate), the careers adviser, the specialist FE establishment and other relevant agencies.

Reporting on destination of a young person following completion of an agreed programme of study

80. Where a young person, funded by the Welsh Government, completes or withdraws from an agreed programme of study, information pertaining to the young person's subsequent destination must be provided to the Welsh Government. The specialist FE establishment will need to complete and submit the '*Destination*' form (see '*Destination form*' section on page 29).
81. The specialist FE establishment should specifically identify what the young person achieved, i.e. any accredited / non accredited provision, and how the agreed programme has equipped the young person to achieve their desired outcomes (as identified within their LSP). The specialist FE establishment should also set out how effective their

transition arrangements were in facilitating the young person to reach their destination goals.

82. Where a young person has withdrawn from an agreed programme of study the specialist FE establishment should explain to what extent the education received and the transition plans arranged has equipped the young person to achieve their desired outcomes.
83. All destination information should be submitted by the half-term following the young person's completion or withdrawal of the agreed programme of study.

Requests to fund additional programmes of study

84. In certain circumstances, it may be necessary for a young person to undertake additional educational provision over and above, and following completion of, the young person's original agreed programme of study. In these circumstances it is the role of the careers adviser in conjunction with the young person and parent/carer to consider the reasons for an additional programme of study. It should not be assumed that the current setting will be the provider for any future additional programme of study, if one is needed.
85. The careers adviser will be responsible for submitting a request to the Welsh Government to update the young person's section 140 assessment, in order to ascertain if an additional programme of study is considered necessary.
86. Careers Wales are responsible for submitting an application for funding an additional programme of study, should the provision be established as necessary following the update to the young person's education and training needs. All applications for funding an additional programme of study will follow the same timescales as for applications for new programmes of study, i.e. the application must be submitted by **30 April** for a September start date. The specialist FE establishment should endeavour to work with Careers Wales and provide any necessary information pertaining to a proposed additional programme of study in a timely manner, so that an application can be submitted by the required timescales.
87. Further advice on additional programmes of study and related timescales is contained within the Welsh Government's policy guidance '*securing provision for young people with learning difficulties at specialist further education establishments*'.

Submitting information to the Welsh Government

88. Where the specialist FE establishment needs to submit any completed form to the Welsh Government they should do so electronically, via Egress Switch, to our mailbox: Post16ALN@gov.wales
89. The Welsh Government is available to address any particular issues. Should the specialist FE establishment wish to contact the Welsh Government, they should do so via the mailbox.



Specialist further education provision breakdown form

Please complete and return this form electronically to the young person's careers adviser together with any specialist Further Education (FE) establishment assessment undertaken. Information provided will inform any judgement by the careers adviser on specialist provision, during their section 140 assessment process.

Name of young person	<i>Full Name</i>
Name of specialist FE establishment	<i>Full Name</i>

Proposed Provision

Nature of proposed provision <i>(delete as appropriate)</i>	RESIDENTIAL DAY
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Confirm details of the young person's proposed programme of study and its duration. This should include a high-level breakdown of all the accredited and non-accredited elements that make up the programme of study in each of the academic years proposed, including related start and end date. Where there is accredited provision, identify clearly the credits per year and the total credits for the whole programme. Where there is non-accredited provision, include the provision or number of goals expected.

Awarding Body (if applicable)	Programme of Study (accredited & non-accredited elements), including any associated known level and/or credits (where applicable)	Start Date	End Date
<i>E.g Edexcel</i>	<i>Name of accredited learning & associated credits</i>	<i>DD/MM/YY</i>	<i>DD/MM/YY</i>
<i>E.g Non-accredited</i>	<i>Name of non-accredited learning & associated goals</i>	<i>DD/MM/YY</i>	<i>DD/MM/YY</i>

Additional Comments: This should include any relevant additional information specific to the proposed programme above. For example, an explanation regarding the level of learning proposed compared to the young person's prior learning/achievements.

If the duration of the programme of study (as a whole) is not in line with the Welsh Government's policy⁹, reasons should be provided to explain why a different duration length is needed.

See the Welsh Government's policy guidance regarding duration of study. Where duration is longer than two years, exceptional reasons will need to be provided relating to the young person's capability to learn and objective evidence demonstrating that the provision identified as necessary cannot realistically be provided by a study programme of 2 years. This should include a demonstrable example of how the designed programme would normally be delivered over a 2 year duration for the general cohort of young people the specialist FE establishment usually receives.

Is a placement available/reserved at the specialist FE establishment: <i>(delete as appropriate)</i>	YES	NO
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Expected Outcomes

Explain how the proposed programme of study will meet the young person's education and training needs to equip them to achieve their desired outcomes and future aspirations.

The specialist FE establishment should specifically identify how the proposed programme of study, will meet the identified education and training needs as specified in the Learning and Skills Plan. The specialist FE establishment should also identify how the proposed programme will equip the young person to achieve their future aspirations

Transition Planning

What are the proposed arrangements for transition planning?

Summarise briefly the proposed transition arrangements the young person will need to be undertaking prior to commencing with the specialist FE establishment, and the plan for when the individual exits the setting on completing their programme of study.

Fee Breakdown

Education support hours and associated costs	Tutor/ Student	Direct Hours	Hourly Rate	Annual Cost
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⁹ The Welsh Government policy guidance 'Securing provision for young people with learning difficulties at specialist further education establishments' can be accessed via: <http://gov.wales/topics/educationandskills/publications/guidance/p-16-funding-for-learners-with-learning-difficulties/?lang=en&dfd>

Ratio per week				
Please specify the total contact hours: <i>For example:</i> <i>XX hours education delivery</i> <i>XX hours of education enabler</i>				
	Total			

Social care support hours and associated costs	Tutor/ Student Ratio	Direct Hours per week	Hourly Rate	Annual Cost
Please specify the total contact hours: <i>For example:</i> <i>XX hours of personal care</i> <i>XX hours support with personal activities of daily living skills</i>				
	Total			

Healthcare support hours and associated costs	Tutor/ Student Ratio	Direct Hours per week	Hourly Rate	Annual Cost
Please specify the total contact hours: <i>For example:</i> <i>XX hours doctor/medical specialist support</i> <i>XX hours of counselling</i> <i>XX hours of emotional support</i> <i>XX hours of behavioural support</i> <i>XX hours of other therapy</i>				
	Total			

Overheads	Cost £
Please list any overheads associated with the cost of the young person's placement and where possible, provide a breakdown, i.e. education / boarding costs etc.	
	Total

Equipment	Cost £
Please detail the young person's equipment needs and cost	

<i>(reasons should be made clear in the initial assessment report).</i>	
Total	£

Total Placement Cost:	£
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Contact Details

Name	
Designation	
Date	



Progress report form

Specialist FE establishments should use this form to submit an end of first academic term and an end of academic year progress report, for each academic year a young person is being funded by the Welsh Government. The specialist FE establishment should complete and submit this form electronically, via Egress Switch, to our mailbox: post16aln@gov.wales

Name of young person	<i>Full Name</i>
Unique reference number	<i>As identified on the relevant Student Funding Authorisation Form</i>
Name of specialist FE establishment	<i>Full Name</i>

Progress to Date

Identify the progress and achievements made to date against the agreed programme of study.

If there is accredited learning as part of the agreed programme of study, progress should include credits achieved, partly achieved and those that are yet to commence. If there is non-accredited learning as part of the agreed programme of study, progress should indicate the non-accredited goals (or number of) that have been completed, partially completed and the non-accredited goals (or number of) yet to commence.

Programme of Study (accredited & non-accredited elements)	Progress to Date	Achievement Date / Expected Achievement Date
<i>Name of accredited learning & associated credits</i>	<i>Achieved / Partially achieved / Not yet commenced</i>	<i>DD/MM/YY</i>
<i>Name of non-accredited learning & associated goals</i>	<i>Completed / Partially Completed / Not yet commenced</i>	<i>DD/MM/YY</i>

Is the young person on target to complete the agreed programme of study by the expected agreed	YES NO
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programme end date? <i>(delete as applicable)</i>	If 'NO', reasons must be provided below
<i>Where the young person is not making progress as planned, provide reasons why and confirm what action is being undertaken to assist the young person to achieve the agreed programme of study within the expected timescales.</i>	

Transition Arrangements

<p>Provide an update on the progress of arrangements/plans aimed at assisting the young person to make the transition from the specialist FE establishment to their proposed destination. <i>Include details of how the specialist FE establishment is helping the young person make this transition and any details regarding the involvement of other agencies such as social services, health boards, Careers Wales and others. Information should specifically relate to the young person.</i></p>

Contact Details

Name	
Designation	
Date	

All progress reports will need to be submitted within one month following the end of the first academic term; and within one month prior to completing the academic year.



Incident notification form

Where an incident takes place in relation to a young person, funded by the Welsh Government for an agreed programme of study, the Welsh Government will need to be notified immediately or as soon as is possible. The specialist further education (FE) establishment should complete and submit this form electronically, via Egress Switch, to our mailbox: post16aln@gov.wales

Name of young person	Full Name
Unique reference number	As identified on the relevant Student Funding Authorisation Form
Name of specialist FE establishment	Full Name

Incident Details

Provide all relevant details related to the incident. <i>This should include any relevant dates and information relating to the incident, and any action taken. If a third party has been involved, please provide further details (e.g. social worker, careers adviser, police etc).</i>	
<i>For the purpose of this form, the Welsh Government need only be informed where the incident is to such an extent that it has the potential to impact on the young person's progress and/or attendance on the agreed programme of study, such as illness or safeguarding issues.</i>	
Where a third party has been involved, provide relevant contact details.	NAME DESIGNATION AGENCY TELEPHONE NUMBER EMAIL ADDRESS (if available)

Contact Details

Name	
Designation	
Date	



Absence or withdrawal form

Where a young person is absent or withdraws from an agreed programme of study, the Welsh Government will need to be notified immediately or as soon as is possible. The specialist further education (FE) establishment should complete and submit this form electronically, via Egress Switch, to our mailbox:

post16aln@gov.wales

Name of young person	<i>Full Name</i>
Unique reference number	<i>As identified on the relevant Student Funding Authorisation Form</i>
Name of specialist FE establishment	<i>Full Name</i>

Purpose of Notification

Specify whether this relates to: <i>(delete as applicable)</i>	ABSENCE	WITHDRAWAL
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Reason for Absence or Withdrawal

Provide reasons for the absence or withdrawal. <i>This should include any relevant dates and information relating to the absence or withdrawal, and any action taken. If a third party has been involved, please provide further details (e.g. social worker, careers adviser, police etc).</i>	
Where a third party has been involved, provide relevant contact details.	<i>NAME</i> <i>DESIGNATION</i> <i>AGENCY</i> <i>TELEPHONE NUMBER</i> <i>EMAIL ADDRESS (if available)</i>

Contact Details

Name	
Designation	
Date	



Extension request form

Any requests for an extension to an agreed programme of study will need to be in line with the Welsh Government policy¹⁰. Where a request for an extension to an agreed programme of study is being made, the specialist further education (FE) establishment should complete and submit this form electronically, via Egress Switch, to our mailbox: post16aln@gov.wales

Name of young person	Full Name
Unique reference number	As identified on the relevant Student Funding Authorisation Form
Name of specialist FE establishment	Full Name

Extension Request Details

Specify the extension duration being requested:	Start Date: DD/MM/YY End Date: DD/MM/YY <i>The length of time required for the extension must be proportionate to what remains to be completed.</i>
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Specify the specific elements of the agreed programme of study that the request for an extension relates to, and the proposed duration. <i>This should include a revised high-level breakdown of all accredited and non-accredited elements remaining to be completed.</i>			
Awarding Body (if applicable)	Programme of Study (accredited & non-accredited elements), including any associated known level and/or credits/units (where applicable)	Start Date	End Date
		DD/MM/YY	DD/MM/YY

¹⁰ The Welsh Government policy guidance 'Securing provision for learners with learning difficulties at specialist further education establishments' can be accessed via: <http://gov.wales/topics/educationandskills/publications/guidance/p-16-funding-for-learners-with-learning-difficulties/?lang=en&dfd>

<p>Will the young person's support requirements remain the same for the forthcoming year? (delete as necessary)</p>	<p>YES NO</p> <p>If 'NO', complete and submit a <i>Change Request</i> form.</p>
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Reasons for the Proposed Extension Request

<p>Please provide a clear and concise rationale for any proposed request for an extension and attach supporting information where necessary.</p>	
<p><i>Specify the reasons why an extension to an agreed programme of study is deemed necessary; outlining any actions undertaken by the specialist FE establishment to mitigate the need for an extension. Reasons for an extension must relate to meeting the identified educational and training needs, as stated in the young person's Learning and Skills Plan. Information on any alternative options considered in discussion with the young person's careers adviser should be identified along with reasons why they were discounted.</i></p> <p><i>Where the provision is joint funded by relevant agencies; confirm what discussions have taken place with social services/health boards relating to the proposed request for an extension and the associated costs.</i></p>	
<p>Are the reasons specified above supported by the young person's progress reports, submitted by the specialist FE establishment?</p>	<p>YES NO</p>

Contact Details

Name	
Designation	
Date	

All requests for an extension will need to be submitted by 30 April in the young person's final year of study; or the end of the penultimate academic term, if the young person started their provision outside of the standard academic year.



Destination form

Where a young person, funded by the Welsh Government, completes or withdraws from an agreed programme of study, the specialist further education (FE) establishment must submit information pertaining to the young person's subsequent destination. The specialist FE establishment must complete and submit this form electronically, via Egress Switch, to our mailbox: post16aln@gov.wales

Name of young person	<i>Full Name</i>
Unique reference number	<i>As identified on the relevant Student Funding Authorisation Form</i>
Name of specialist FE establishment	<i>Full Name</i>

Programme of Study

Specify the young person's agreed programme of study and its duration. <i>This should reflect the agreed programme of study as stated in the Student Funding Authorisation Form.</i>		
Programme of Study (accredited & non-accredited elements), including any associated known level and/or credits/goals (where applicable)	Completed	Completion Date
	<i>YES or NO</i>	<i>DD/MM/YY</i>

Explain how effective the agreed programme of study was in equipping the young person to achieve their desired outcomes and future aspirations.
<i>The specialist FE establishment should specifically identify how the agreed programme has equipped the young person to achieve their desired outcomes. The specialist FE establishment should also set out how effective the transition arrangements planned were in facilitating the young person's destination goals. Where a young person has withdrawn from the programme of study the specialist FE establishment should explain to what extent the education received and the transition plans arranged has equipped the young person to achieve their desired outcomes.</i>

Destination

Has the young person had access to careers advice? <i>(delete as appropriate)</i>	YES NO If 'NO', outline below the reasons why.

Provide details of the young person's destination on leaving the establishment, where this is known <i>(delete as appropriate)</i> .	
Alternative provision within the current specialist FE establishment:	<i>Details of provision</i>
Another FE establishment:	<i>Name of establishment and details of any provision</i>
A higher education institution:	<i>Name of institution and details of any provision</i>
Employment:	<i>Name of employer and details of any provision of support</i>
Work Based Learning:	<i>Name of provider and details of any provision of support</i>
Independent living/ semi-independent living:	<i>Address details and details of any provision of support</i>
Supported independent living:	<i>Address details and details of any provision of support</i>
Long-term residential placement:	<i>Address details and details of any provision of support</i>
Young person returning home:	<i>Address details and details of any provision of support</i>
Other (specify)	

Does the identified destination fit with the young person's expected future aspiration? <i>(delete as appropriate)</i>	YES NO
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Contact Details

Name	
Designation	
Date	

All destination information should be submitted by the half term, following completion of the young person's programme of study