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| **Authorised****for issue:** | **Author:** Kelly Kensett**Author Position**: Teaching and Learning CoachLDD Lead | **Approver:** Dianne Travis**Approver Position:** Apprenticeship Operations Director |
| **Purpose:** | This policy reflects our commitment to respond to the national Functional/ Essential/Core Skills agenda and to help address the current skill shortages, cited by employers in the various sectors in which Inspiro is operating. The policy and procedure sets out our objective for improving the service offered to further develop levels of literacy/English, numeracy/ mathematics, ICT, and for those for whom English is not their first language (ESOL).In addition Inspiro is committed to providing additional support to learners who have an identified Learning Difficulties and/or Disabilities (LDD) and/or EHCP to ensure they get the information, advice, guidance and support to support their learning and next steps.  |
| **Audience:** | Inspiro employees, sub-contractors, representatives and customers. |
| **Scope:** | Training. |
| **Version:** | 10 | **Issue date:** | 06.04.23 |
| **Last modified:** | 20.01.22 | **Review due:** | 06.04.24 |
| **Reference number:** | C617insp |
| **Cross-referenced policies:** | C002t Learner Equality Diversity and Inclusion Policy TrainingC197 Welfare and Safeguarding PolicyC081 Welsh Language Policy (in English and Welsh)C922 Teaching, Learning and Assessment (TLA) Policy |
| **Further information:** | Please contact your contract LDD or Functional Skills lead for more information on our commitment to providing additional support. |

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# Policy Statement

Inspiro is committed to maintaining and improving the economic and social wellbeing of all people that live and work within the UK and fully recognises the contribution it must make to ensure that learners with additional support needs reach their full potential.

This policy reflects our commitment to respond to the national Functional/Essential/Core Skills agenda and to help address the current skill shortages, cited by employers in the various sectors in which Inspiro is operating. The policy and procedure sets out our objective for improving the service offered to further develop levels of literacy/English, numeracy/ mathematics, ICT, and for those for whom English is not their first language (ESOL). This policy will be reviewed on an annual basis to ensure it continually meets the needs of all customers. This policy is a public document and will be available to all customers.

In addition Inspiro is committed to providing additional support to learners who have an identified LDD and/or EHCP to ensure they get the information, advice, guidance and support to support their learning and next steps.

## Aims of this Policy

Inspiro will:

* Design publicity materials that promote our provision and make learning programmes accessible to the whole community, in line with eligibility and contract guidance, including in the medium of Welsh, as appropriate
* Be responsive to local needs and conditions and will widen participation by targeting under-represented groups
* Ensure fair recruitment practices, along with providing information, advice and guidance/signposting and accessibility tools to support potential learners in making appropriate learning decisions
* Promote a positive culture around the disclosure of LDD to enable learners to have fair access to support and/or adjustments
* Offer a friendly, accessible, and responsive service and ensure all learners are treated with respect and have equal opportunity to achieve
* Make certain all learners have their individual needs assessed on entry and that the appropriate level of support and challenge is provided throughout their programme with the use of evidence around disclosures
* Provide learners with a documented personalised learning plan and person centred support which will be monitored and amended throughout the learning programme to support future career aspirations
* Raise the awareness and skill level of practitioners including providing a set if IAG to meet the needs of learners through appropriate Functional/Essential/Core Skills training, LDD guidance and Continuous Professional Development
* Work in partnership with employer or partner organisations to remove barriers and provide learners with the skills and knowledge to enhance personal development, behaviour and welfare
* Further develop Functional/Essential/Core Skills/LDD provision through continuously improving the quality of the service we provide
* Develop, update and provide written operating procedures for Functional / Essential / Core Skills / LDD

Levels of Learner Support

Inspiro will provide all learners with:

* A wide range of attractive and accessible learning resources and opportunities appropriate for all skill levels, including a range of delivery methodologies. Resources are made accessible through paper based or digital means (including accessibility tools) to meet specific individual learner requirements
* Flexible opportunities for assessment, including but not limited to access arrangements, reasonable adjustments and special considerations.
* Regular opportunity to made disclosures related to LDD to promote independence throughout their programme
* The opportunity to up-skill to higher level qualifications or to support learners in the next steps through their career
* A curriculum where practitioners set stretching targets for all learners to promote inclusion of all groups, individuals and abilities through the use of individual objective setting
* The support of a member(s) of a Inspiro practitioner or partner/organisation who is trained to:
* identify learners with a Functional/Essential/Core Skills/LDD need
* demonstrate respect and sensitivity to the learner through promotion of our safeguarding and welfare policy
* maintain an awareness of the range of support and training available to learners with Functional/Essential/Core Skills/LDD needs
* ensure learning, assessment and resources provided fully meet the needs of the individual
* provide appropriate IAG and signposting to other external, specialist organisations and courses available, including services available for wellbeing and counselling
* interpret disclosure evidence to support any access arrangements, reasonable adjustments and special considerations

Inspiro is open to new ideas and would welcome any suggestions or comments from our learners, customers or regulators on how Functional/Essential/Core Skills and LDD provision could be further improved.