

Young Peoples Learning

Bursary Policy & Procedures 2023 – 2024

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Bursary Policy

'The contents of this policy are an integral part of the Hampshire Achieves (HA) Quality Assurance Framework.'

1.0 Introduction

Hampshire Achieves is the single curriculum team within Skills and Participation. We provide a range of directly delivered and subcontracted learning programmes. This Policy relates to our Pathways, Traineeship Plus and Supported Internship programmes.

2.0 The Bursaries [16 to 19 Bursary Fund guide 2023 to 2024](#)

The 16 to 19 Bursary Fund provides financial support to help learners overcome the specific financial barriers to participation they face so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- Vulnerable bursaries for defined vulnerable groups of up to £1,200 a year.
- Discretionary bursaries which institutions award using policies they set, in line with these funding rules.

Both types of bursary funding are designed to help learners overcome the individual financial barriers to participation that they face, and institutions must ensure the funds go to those who genuinely need them. No learner should automatically be awarded a set amount of funding without an assessment of the level of need they have.

Bursary payments are dependent on continued attendance and active participation in the programme. There is a possibility of no award or a limited award.

3.0 Eligibility criteria: all bursaries

Learners must meet the age and residency criteria which follow to be eligible for help from the bursary fund.

A Learner must be aged 16 or over but under 19 on 31 August 2023 to be eligible for help from the bursary fund in the 2023 to 2024 academic year.

Learners aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme, they began aged 16 to 18 ('19+ continuers'), or have an Education, Health, and Care Plan (EHCP).

These 2 groups of aged 19+ Learners can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), if their eligibility continues, and their institution considers they need the support to continue their participation.

Learners aged 19 or over **are not** eligible for bursaries for vulnerable groups.

4.0 Vulnerable Bursary

Young people in the defined vulnerable groups with financial need are eligible for a bursary of up to £1,200 if their course lasts for 30 weeks (about 7 months) or more. (Payment will be a pro-rata amount for courses of less than 30 weeks. Young people in the defined vulnerable groups are usually living apart from their parents/carers so they can get social security benefits.

The defined vulnerable groups are;

- in care;
- care leavers;
- receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner;
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right.

Financial needs assessment carried out to confirm actual financial need and amount of support required. **No learner should automatically receive £1,200.**

- Appropriate evidence seen and copies retained to confirm learner's eligibility.
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on learner's behalf) wherever possible. Receipts should be retained.
- Support awarded in cash (via BACs) for travel, meals, books, or equipment. Receipts should be obtained/retained.
- Award letter/written agreement issued to learner.

Hampshire Achieves will liaise with relevant agencies on young people's 16 to 19 bursary payments and their care or pathway plans to guard against overlaps or gaps in relevant information. Bursary payments are for helping with participation-related costs only.

5.0 Discretionary Bursary

Discretionary bursaries are targeted at learners who may not meet the full criteria for the Vulnerable Bursary but cannot remain in education without financial help for things like transport, books, equipment, and interview costs. This will be a discretionary payment.

Hampshire Achieves will explore:

- Evidence to confirm the learner meets the institution's bursary fund criteria, including household income and statement of actual participation costs.
- Evidence of income and overall eligibility obtained, and copies retained.
- Assessment of learner's actual financial needs carried out. Block, blanket, or flat rate payments are not permitted – the bursary award should reflect the actual costs the learner has.
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on learner's behalf) wherever possible. Receipts should be retained.
- Support awarded in cash (via BACs) for travel, meals, books, or equipment. Receipts should be obtained/retained.
- Learner Agreement is issued to learner.

Hampshire Achieves receives an indicative value for its Discretionary Bursary. Fund from the Education and Skills Funding Agency ("ESFA") around March each year. This indicative allocation is derived using a formula based on the number of learners in the previous academic year. All discretionary bursaries awarded during the academic year 2023-24 (September 2023 to July 2024) must be paid from the

allocation based on the number of learners on programme in the academic year 2022-2023.

6.0 Free School Meals

Eligibility for free meals: Learners must be enrolled in an education provision funded via ESFA to be eligible for a free meal.

Institutions must make a free meal available for all eligible Learners for each day the learner attends their study programme, where this is appropriate.

Institutions receive funding at a rate equivalent to £2.53 per Learner per meal.

Learners aged over 19 who are continuing the same study programme (19+ continuers) they started before they turned 19, or who have an Education Health and Care Plan (EHCP) are eligible for a free meal where they meet the criteria.

Where institutions receive funding for both free meals in further education and 16 to 19 Bursary Fund discretionary bursary, they may use the funding as a single allocation.

Transitional protections continue to apply. The protection means that all Learners already receiving free meals on or after 1 April 2018 continue to be eligible to receive free meals whilst Universal Credit continues to roll out. This also applies to Learners who were eligible for free schools' meals (FSM) prior to moving into further education provision. [Free meals in further education funded institutions guide: 2023 to 2024 academic year - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guides/free-meals-in-further-education-funded-institutions)

7.0 Evidence of Eligibility

Hampshire Achieves must obtain proof that learners meet the criteria for the bursary for vulnerable groups in full. In other words, that they are in receipt of the specified benefits in their own name or that they fully meet the definitions for care/care leavers. Institutions should ask for evidence from each learner and retain copies for audit purposes.

8.0 Financial Support

A learner will not be paid a salary during their training programme or work placement. Learners may be eligible for financial support from Hampshire Achieves if they do not meet the criteria for the Vulnerable or Discretionary bursaries. This will be discussed with learners at their 1:1 meeting/ interviews.

9.0 Process to apply for a Bursary Payment

Learners enrolled on a programme will complete the relevant Bursary Form and Application Form (Appendix A & B).

Both forms are to be sent to the Curriculum Manager before the start of the programme; applications will only be considered if these forms arrive together. Each application is assessed, and a decision suggested on payment by the Curriculum Manager, which will then be discussed with the Programme Manager Quality (Learner & Learning Support) and a joint decision regarding the level of funding will be made. This is then passed on to the Development Manager (Funding & Information) and the Team coordinator (Business operations) within seven days of receipt of the application.

The payment process will be confirmed as payment directly into the bank account of the learner except in exceptional circumstances where a learner is unable to

administer their own account. This will be paid directly into a suitable bank account or building society and they must provide Hampshire County Council with the details. The bursary is paid subject to compliance with the Pathways and Supported Internship Learner Agreement and assessment of progress on the programme.

10.0 Other Key Points

Pathways and Supported Internship Skills Coaches are asked to monitor weekly timesheet completion.

Curriculum Manager and Senior Tutors will monitor attendance; any decision made regarding withdrawal of a bursary payment will be communicated to the Head of Service, Hampshire Achieves, Programme Manager Quality (Learner & Learning Support) and the Team coordinator (Business operations). Tutors will submit e-registers after each session.

Team coordinator (Business operations) to amend payments through the Integrated Business Centre.

Changes to bursary payments must be with the Team coordinator (Business operations) in a timely manner to meet the deadlines of the county's payments team; this deadline is variable based on work priorities within the county payments team.

Support workers from other agencies will be notified of any payment changes by the staff team.

If a young person does not regularly attend the training or workplace, bursary payments will be withdrawn until attendance improves; payments made where there has been non-attendance, will be deducted from future bursary payments.

11.0 Monitoring, Review & Audit

The contents of all policy and procedures will be monitored regularly by Hampshire Achieves Performance Management Group (PMG). Policies and procedures will be kept updated in accordance with any mid-year changes in the law, regulations, or changes to the Services' provision, with updates approved by PMG. All policy and procedures will be reviewed annually to determine their effectiveness, and where any changes are required, these will be applied and ratified. A summary of all changes will be kept as part of the PMG meeting notes. In addition, an annual cycle of internal policy compliance/audits defined by Senior Managers will provide the assurance of the overall effectiveness of the Services ethos, policies, and procedures, and will confirm operational effectiveness, and compliance with our own quality assurance framework and any relevant laws or regulations.

Appendix A Bursary Forms

16 to 19 Bursary Fund Application Form 2023-24

Name:	Click or tap here to enter text.		
Address:	Click or tap here to enter text.		
Post Code:	Click or tap here to enter text.	Date of Birth:	Click or tap to enter a date.

Vulnerable Learner Bursary Eligibility

Students aged 16 to 18 who meet the criteria, and who have a financial need, may be awarded a bursary for vulnerable groups of up to £40 per week. Students aged 19 and over are not eligible for this but may apply for a discretionary bursary.

Are you a young person in care (including foster care)?	<input type="checkbox"/>
Are you a young person leaving care (including foster care)?	<input type="checkbox"/>
Do you receive Income Support, or Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you, such as a child or partner?	<input type="checkbox"/>
Do you receive Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in your own right <u>as well as</u> Employment and Support Allowance or Universal Credit in your own right?	<input type="checkbox"/>
Do you have a financial need for a bursary?	<input type="checkbox"/>

Discretionary Bursary Eligibility

In exceptional cases, HCC make discretionary bursary awards to students to help them overcome the individual barriers to participation they face.

	You	Parent / guardian
Are you or your parent/guardian in receipt of any of the following benefits?		
Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)	<input type="checkbox"/>	<input type="checkbox"/>
Income-based Job Seekers Allowance (JSA)	<input type="checkbox"/>	<input type="checkbox"/>
Income-related Employment and Support Allowance (ESA)	<input type="checkbox"/>	<input type="checkbox"/>
Income Support	<input type="checkbox"/>	<input type="checkbox"/>

Child tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)	<input type="checkbox"/>	<input type="checkbox"/>
Guarantee element of State Pension Credit	<input type="checkbox"/>	<input type="checkbox"/>
Support under Part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>	<input type="checkbox"/>
Other reason or exceptional circumstances Click or tap here to enter text.		

Additional Information

Please use this box to provide us with any additional information that you think we might need to know to support your application.

Click or tap here to enter text.

Bank Account Details Form

Email address for remittance advice	Click or tap here to enter text.		
Phone Number for queries	Click or tap here to enter text.		
Name of Bank	Click or tap here to enter text.		
Branch address	Click or tap here to enter text.		
Branch postcode	Click or tap here to enter text.		
Name on the account	Click or tap here to enter text.		
Bank Sort Code (xx xx xx)	<input type="text"/>	Click or tap here to enter text.	Six digits
Account number (xxxxxxxx)	<input type="text"/>	Click or tap here to enter text.	Eight digits
Roll Number (Building Societies only)	Click or tap here to enter text.		

Declaration

Please read this information carefully and sign if you understand/accept the following conditions:

I understand that any award made will be for the 2023/24 academic year only. Financial support schemes in future years may be subject to change.

I confirm that the information provided on this application is, to the best of my knowledge, complete and accurate. I understand that if I give false information or fail to give complete information, I may be prosecuted. I will inform Hampshire County Council immediately of any change of circumstances that may affect this application.

I understand any bursary payments are subject to satisfactory attendance and behaviour.

I confirm that I have read and understand the supporting privacy notice setting out how this information will now be processed, including confirming the lawful basis, any rights I have in regards this information and who to contact if I have any concerns about the way my information is being handled.

Signature of Learner

By checking this box, I am providing my electronic signature: ☐ Date: Click or tap to enter a date.

Signature of Parent / Guardian

By checking this box, I am providing my electronic signature: ☐ Date: Click or tap to enter a date.

Hampshire Achieves use only:

Details of evidence seen and date(s) of document(s)

Click or tap here to enter text. Click or tap to enter a date.

Click or tap here to enter text. Click or tap to enter a date.

Click or tap here to enter text. Click or tap to enter a date.

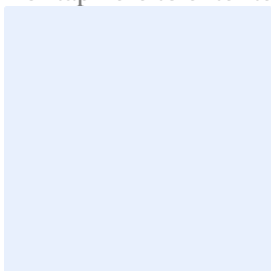
Click or tap here to enter text. Click or tap to enter a date.

Work Experience bursary amount payable	Click or tap here to enter text.
Vulnerable Learner bursary amount payable	Click or tap here to enter text.
Discretionary Bursary amounts to be paid through weekly payment Travel Click or tap here to enter text. Other Click or tap here to enter text.	Click or tap here to enter text.
Discretionary Bursary amounts NOT paid through weekly payment Travel Click or tap here to enter text. Other Click or tap here to enter text.	Click or tap here to enter text.
Bursary Start date	Click or tap to enter a date.
Bursary End date	Click or tap to enter a date.

I have checked that this form has been fully completed and have seen the evidence to confirm the statements made by the applicant as indicated above:

Name Click or tap here to enter text.

Signature



Date Click or tap to enter a date.

16 to 19 Bursary Fund checklist

Use this checklist when assessing student applications for support from the 16 to 19 Bursary Fund.

Eligibility: All Bursaries

Student meets the age criteria.	<input type="checkbox"/>
Eligible education provision.	<input type="checkbox"/>
Student meets the residency criteria for post-16 provision.	<input type="checkbox"/>
Evidence of eligibility has been retained.	<input type="checkbox"/>

Bursary for defined vulnerable groups

Student falls within one of the defined vulnerable groups for example, in receipt of the specified benefits in their own right or in care/care leaver.	<input type="checkbox"/>
Financial needs assessment carried out to confirm actual financial need and amount of support required. No student should automatically receive £1,200.	<input type="checkbox"/>
Appropriate evidence seen and copies retained to confirm student's eligibility, including the letter to support in care.	<input type="checkbox"/>
Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained	<input type="checkbox"/>
Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.	<input type="checkbox"/>

Discretionary bursary

Evidence to confirm the student meets the institution's bursary fund criteria, including household income and statement of actual participation costs.	<input type="checkbox"/>
Evidence of income and overall eligibility obtained, and copies retained.	<input type="checkbox"/>

Assessment of student's actual financial needs carried out. Block, blanket or flat rate payments are not permitted – the bursary award should reflect the actual costs the student has.	<input type="checkbox"/>
Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained	<input type="checkbox"/>
Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.	<input type="checkbox"/>

Appendix B Application Form

Hampshire Achieves Application Form

To apply for a Pathways or Supported Internship opportunity with Hampshire County Council, please fill out this form as fully as possible, when completing electronically the boxes will expand where necessary.

Please note that Supported Internships are only available for young people with an EHCP plan.

Type of Programme being applied for:

- ☐ Supported Internship
- ☐ Pathways

About You			
Title:		Other:	Click or tap here to enter text.
Name:	Click or tap here to enter text.		
Date of Birth: (dd/mm/yyyy)	Click or tap to enter a date.	Age:	Click or tap here to enter text.
Your full address:	Click or tap here to enter text.		
Post Code	Click or tap here to enter text.		
Your email address:	Click or tap here to enter text.		
Your telephone number: (the best one to contact you on)	Click or tap here to enter text.		
First Emergency Contact name	Click or tap here to enter text.		
First Emergency Contact number	Click or tap here to enter text.		
Second Emergency Contact name	Click or tap here to enter text.		
Second Emergency Contact number	Click or tap here to enter text.		
Social Worker/Personal Adviser/Support Worker: (Please also complete Appendix 1)	Name:	Click or tap here to enter text.	
	Phone Number:	Click or tap here to enter text.	
	Email Address:	Click or tap here to enter text.	
Have you been permanently resident in the UK for the past 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you currently in education, training, or work?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	If yes, what are you doing?	Click or tap here to enter text.	
	How many hours a week?	Click or tap here to enter text.	
Do you have a current Education Health & Care Plan? (Please note we will need a copy of this plan with your application form.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Issue	Click or tap to enter a date.
Please summarise any identified special education needs:	Click or tap here to enter text.		
Please summarise any identified health needs (if none, state none identified):	Click or tap here to enter text.		

Please summarise any identified social care needs (if none, state none identified):		
Home environment (tick all that apply):		
Living with parent/carer: <input type="checkbox"/>	Living with family member: <input type="checkbox"/>	Living with friends: <input type="checkbox"/>
Foster Care LAC: <input type="checkbox"/>	Supported Housing LAC: <input type="checkbox"/>	Young Carer: <input type="checkbox"/>
Young Parent: <input type="checkbox"/>	Young Offender: <input type="checkbox"/>	Living in own accommodation: <input type="checkbox"/>
Additional information:	Click or tap here to enter text.	
Note: If LAC/Young Carer/Young Parent/Young Offender may be entitled to bursary – Refer to bursary applications		
At home, do you have access to (tick all that apply):		
Your own computer/laptop/hybrid device <input type="checkbox"/>	WiFi / internet access <input type="checkbox"/>	

Previous School / College		
Name of School	Click or tap here to enter text.	
Contact School	Click or tap here to enter text.	
School Tel No	Click or tap here to enter text.	
Permission to Contact form Signed <input type="checkbox"/>		
Previous in Class Support: Provide details	Click or tap here to enter text.	
Previous Pastoral Support: Provide details	Some	
Exam Concessions Stated:	Word Processor: <input type="checkbox"/>	Reader: <input type="checkbox"/>
	Scribe: <input type="checkbox"/>	Separate room: <input type="checkbox"/>
	Extra Time: <input type="checkbox"/>	
	Other (specify): <input type="checkbox"/> Click or tap here to enter text.	
Previous Equipment requirements:		
Laptop: <input type="checkbox"/>	Coloured Acetates: <input type="checkbox"/>	Dictaphone: <input type="checkbox"/>
Timeout Card: <input type="checkbox"/>	Hand-Outs: <input type="checkbox"/>	Other: <input type="checkbox"/> Click or tap here to enter text.
Any medical/mobility/mental health issues:	Click or tap here to enter text.	
Medications:	Click or tap here to enter text.	
Self-Medicating: <input type="checkbox"/>	Supervision required: <input type="checkbox"/>	

Qualification, Skills and Experience				
Please list all qualifications you have gained eg GCSEs, Functional Skills, D of E, Prince's Trust and any courses you have completed (Enham, Wheatsheaf Trust, Catch 22) including the grade/level				
Please email copies of certificates with your application form				
School/College/Other	Subject	Qualification	Grade	Year
Click or tap here to enter text.		Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

What work experience have you had before?

Give a summary of the role(s)

What skills can you bring to your work placement?

(What do you think you are good at or enjoy) (max 100 words)

All learners are required to undertake work placement, this is a mandatory element of the programme.

What would be your ideal placement? What job would you like to do from the list of examples of possible work areas below?

(Please note these are just examples of possible work areas and not actual placements on offer).

Please give your preference in order (1/2/3 – 1 being the most preferred)

1st Preference Choose an item.

2nd Preference Choose an item.

3rd Preference Choose an item.

☐ Other: Main sector wanted is Hospitality which is not listed

Other information

Do you have any (current) unspent convictions?

If yes, please state clearly what they are and any known outcome.

☐ Yes ☐ No

Details: Click or tap here to enter text.

National Insurance number

Click or tap here to enter text.

How did you find out about this programme?

Click or tap here to enter text.

a) Do you receive a personal allowance or a benefit payment, if yes, please give details?

☐ Yes ☐ No

Details: Click or tap here to enter text.

☐ Yes ☐ No

<p>b) Do or have you received free school meals?</p> <p>c) Do you receive any of the following benefits?</p> <p>d) Do you have a disability or learning difficulty that may affect your learning and/or work placement (including Dyslexia) *?</p> <p>e) Have you previously received any learning support whilst you were in school/college?</p>	<p>Details:</p> <p><input type="checkbox"/> Universal Credit <input type="checkbox"/> Job Seekers Allowance</p> <p><input type="checkbox"/> Income Support <input type="checkbox"/> Employment Support Allowance</p> <p><input type="checkbox"/> Disability Living Allowance/Personal Independence Payment</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>Do you have an EHCP? <input type="checkbox"/> Yes <input type="checkbox"/> No or</p> <p>An SEN Statement S139a? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Are you currently receiving support from another organisation? (e.g. Wheatsheaf, Enham, Step by Step, Hampshire Careers Services)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Declaration

By signing this form:

- I confirm all information in this application is accurate and that no information has been knowingly withheld that could affect potential placement opportunities.
- I confirm that I have read and understand the supporting privacy notice setting out how this information will now be processed, including confirming the lawful basis, any rights I have in regards this information and who to contact if I have any concerns about the way my information is being handled.
- I consent to the processing of my information for the purposes set out in the supporting privacy notice.
- By ticking the appropriate box in the following list, I consent to my information being shared with:
 - ☐ Department for Education ☐ Ofsted
 - ☐ Education Funding Agency ☐ Skills Funding Agency

Applicants signature:

By checking this box, I am providing my electronic signature: ☐ Date: 26/07/2023

Signature of Parent/Person with Parental authority if applicant is under 18:

By checking this box, I am providing my electronic signature: ☐ Date: Click or tap to enter a date.

Please submit completed electronic forms to: ypl@hants.gov.uk

*The Equality Act 2010 – the Equality Act 2010 describes a disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities'

**Hampshire County Council - Hampshire Achieves:
Young People's Learning Application Form – Privacy Notice**

Why do we collect and use this information?

Hampshire County Council is the organisation responsible for processing your information (the Data Controller). Our 'Hampshire Achieves' service collects and uses information from learners who enrol on the Supported Internship or Pathways programmes provided by Hampshire Achieves.

We collect information about young people and adults who enrol on these courses. We hold this personal data securely and use it to:

- support young people and adults in Hampshire to successfully take part in education, training and employment;
- develop a strategic overview of the provision available in Hampshire and to identify and resolve gaps in provision;
- complete statutory returns to central government, such as the Department for Education (DfE) and the Education and Skills Funding Agency (ESFA);
- plan, deliver, ensure the quality and report on the range of courses and learning opportunities across a range of funding streams;
- contact learners to carry out research and evaluation to inform the effectiveness of training or for audit or inspection reasons.
- ensure compliance with our obligations under the accuracy principle of the UK General Data Protection Regulation (Article (5)(1)(d)), making sure our records about you are up to date.

The following sections provide further detail around the information we process setting out what allows us to do this (lawful basis), who we may share it with, how long we keep it for (the retention period), alongside identifying any rights you may have and who to contact if you think we're not handling your information in the right way.

The categories of information that we collect, hold and share

The following personal and special category information is processed:

- the learner's personal information (name, address, email address, date of birth);
- information about the learner's characteristics (such as gender, ethnicity, disability or learning difficulty); and
- the learner's previous academic achievement.

The lawful basis on which we use this information

We collect and use the information ensuring that we comply with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA2018) requirements for processing through:

- Article 6(1)(e) - the processing is necessary to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law;
- Article 9(2) (g) – Necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguarding measures; and
- Sch.1, Pt.2, 6 - Substantial public interest conditions, for processing under the DPA2018.

These articles under the UK GDPR and the DPA2018 are supported by the following specific legislation which establish our statutory duty to provide suitable Educational provision:

- Sections 15ZA and 18A of the Education Act 1996;
- Sections 10, 12, 18 and 68 Education and Skills Act 2008; and
- Apprenticeships, Skills, Children and Learning Act 2009.

Under this lawful basis we do not require your consent to process this information, but we are required, through this privacy notice, to ensure you are fully informed of why we are collecting this information and what we will do with it.

To improve our provision, you may be contacted during or after you have completed your programme of learning, including to establish whether you have entered employment or gone into further training or education; for audit purposes; and as part of any inspection by the Office for Standards in Education, Children's Services and Skills (Ofsted).

Where sharing is not part of our statutory duties, you can give your consent to be contacted by other third parties about:

- ☐ courses or learning opportunities, or ☐ for surveys and research by:
- ☐ post
- ☐ phone
- ☐ e-mail

Please tick relevant boxes to give your consent.

Storing and Securing Data

The information provided to us will be held within the Tribal EBS Management Information System. The information held within this system will be kept in line with the ESFA's retention schedule and then deleted once this retention has expired. The Tribal EBS Management Information Systems stores data within the UK Cloud South and the data is mirrored in UK Cloud West. No data leaves the UK.

The County Council takes its data security responsibilities seriously and has policies and procedures in place to ensure the personal data held is:

- prevented from being accidentally or deliberately compromised;
- accessed, altered, disclosed or deleted only by those authorised to do so;
- accurate and complete in relation to why we are processing it;
- continually accessible and usable with daily backups; and
- protected by levels of security 'appropriate' to the risks presented by our processing.

The County Council also ensures its IT Department is certified to the internationally recognised standard for information security management, ISO27001.

Who do we share information with?

We do not share information with anyone unless there is a lawful basis that allows us to do so.

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your Personal Learning Record, please refer to:

<https://www.gov.uk/government/publications/lrs-privacy-notice>

Sections 14-17 of Education and Skills Act 2008 provide data sharing powers to encourage local authorities to promote effective participation. As part of this activity, we share information with educational establishments and service providers, who are offering support with the County Council, to young people with the purpose that it will encourage, enable or assist them to participate in education or training.

Individualised Learner Records (ILR) will be generated within the Tribal EBS Management Information System by Hampshire Achieves and they will be submitted to the ESFA via the dedicated Government secure portal. Statistical and management information will be produced from the data held within EBS and used to monitor the performance against contract targets, to maintain the quality of the provision, to inform the self-assessment and Quality Improvement Plan processes and to provide evidence during inspections by OFSTED. For more information about the ILR and the data collected, please go to

<https://www.gov.uk/government/collections/individualised-learner-record-ilr>

Requesting access to your personal data and your rights

Under data protection legislation, individuals have the right to request access to information about them that we hold. To make a request for your personal information, or someone you have responsibility for, please contact the Children's Services Department's Subject Access Request (SAR) Team, whose contact details alongside further information around this process can be found via:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/accessrecords>

You also have the right to:

- prevent processing for the purpose of direct marketing;
- object to decisions being taken by solely automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

Please note that under the UK GDPR, there is also a right to erasure but the right to erasure does not provide an absolute 'right to be forgotten'. Where the data being processed is for the purpose of 'performing a task in the public interest or for our official functions, and the task or function has a clear basis in law' (Article 6(1)(e)), this right does not automatically apply.

If you have a concern about the way we are collecting or using your personal data, you can raise your concern with us in the first instance or you can go directly to the Information Commissioner's Office, as the supervisory authority, at <https://ico.org.uk/concerns/>.

Contact Details

If you would like more information about these services please visit our website via: [Skills and Participation | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/skillsandparticipation/)

For further information on how we handle personal information, your data rights, how to raise a concern about the way we are processing your information and the County Council's Data Protection Officer, please see our General Privacy Notice:

<https://www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/dataprotection>



This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR).

Your information will be securely destroyed after it is no longer required for these purposes

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You can agree to be contacted for other purposes by ticking any of the following boxes:

- ☐ About courses or learning opportunities.
- ☐ For surveys and research.
- ☐ By post.
- ☐ By phone.
- ☐ By e-mail.

For further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

Learner declaration: I confirm that the details I have given on this form are true and that I have seen the privacy notice above.

Applicant's signature	By checking this box, I am providing my electronic signature: <input type="checkbox"/>
Signature of parent / person with parental responsibility if applicant is under 18	By checking this box, I am providing my electronic signature: <input type="checkbox"/>
Date	

Appendix 1 - For completion by Support Worker / Referrer ONLY

Supporting statement and background information

Please include relevant information about the young person's situation regarding education, work, accommodation, offending and any factors that might affect their engagement in the programme (including safeguarding concerns).

Click or tap here to enter text.

I support the attached application, endorse all information supplied and can confirm that no information has been knowingly withheld that could affect potential placement opportunities.

Support Worker / Referrer signature

By checking this box, I am providing my electronic signature: ☐

Name

Click or tap here to enter text.

Organisation

Click or tap here to enter text.

Email

Click or tap here to enter text.

Phone

Click or tap here to enter text.

Appendix 2 – Background Information

To complete in detail at assessment with a Hampshire Achieves team member

Background Information
Why do you want to take part in the programme? (max 200 words)
Click or tap here to enter text.
How can you show that you have the commitment to study? How do you like to learn? (max 100 words)
<ul style="list-style-type: none"> • Attendance, • behaviour, • support, • interventions
Click or tap here to enter text.
What would you like to learn from your work experience placement? (max 100 words)
<ul style="list-style-type: none"> • Transferrable skills • ABC mindset - Any job, Better job, Career
Click or tap here to enter text.
How would you travel to your placement? Do you have any concerns about travelling to work (such as using public transport)? (max 100 words)
<ul style="list-style-type: none"> • How far can you travel? • Can you access rural locations? • How many days can you be supported with travel?
Click or tap here to enter text.
What would you like to do in the future? (a job or skills that you would like to learn) (max 100 words)
Click or tap here to enter text.

Do you know what industry you want to work in?
Click or tap here to enter text.
Do you have any previous work experience?
<ul style="list-style-type: none"> • School, voluntary, family
Click or tap here to enter text.
What do you think will be expected of you in the workplace?
<ul style="list-style-type: none"> • Professionalism • Preparing for professional behaviours and attire • Attendance
Click or tap here to enter text.
What is most important to you about getting a job?
<ul style="list-style-type: none"> • What factors influence why they want a job – money, something to do
Click or tap here to enter text.
Is there anything that could prevent you from accessing the workplace?
<ul style="list-style-type: none"> • Anxiety • Cost - bursary/FSM etc
Click or tap here to enter text.
Can you give me an example of when you have worked in a team?
Click or tap here to enter text.