**Learning Support Record 2022-23**

**Learning Support** refers to arrangements required to providedirect support for learning by individual learners, over and above that which is normally provided. This may arise from a learning difficulty or from English, maths, or language needs.

All direct delivery staff, including tutors should be clear on their responsibility to make adjustments and to share information about a learner’s disability/learning difficulty when this is necessary. **Information about a learner’s disability/learning difficulty can only be shared if the learner’s written consent has been obtained.** The learnerhas the right to confidentiality about the nature or degree of their disability/learning difficulty.

*This is a confidential document to be held securely on SharePoint and adhering to data protection.*

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| --- |
| **Programme Title, Code & Area** |
|  |
| **Learner Name** |
|  |
| Does the Learner have an EHCP/SEN: |
| EHCP Application made to SEN team: |
| EHCP completed *(Within 90 days)*: |
| **EHCP Details** |
| Previous educational setting: |
| Educational Recommendations: |
| Health & Care Recommendations: |
| **Learning Support** |
|  |
| Staff Allocated: |
| Venue: |
| **Reasonable Adjustments for External Accreditation** |
| (Scribe/reader/extra time/colour paper etc) |
| **Evidence to Support Reasonable Adjustments** *(for those with no EHCP)* |
|  |
| **Review & Progress of Learning Support** |
| Date: |
| Date: |
| Date: |

|  |  |
| --- | --- |
| **Tracking External Assessments** | |
| Comments on attendance at overall programme *(please date your comments)* |  |
| Comments on attendance at functional skills sessions *(please date your comments)* |  |
| **Assessment:** |  |
| Analysis of failure?   * Did you speak to learner after exam * Who/date/what feedback * What extra support did you plan before next re-sit? |  |
| Re-sit planned |  |
| **Assessment:** |  |
| Analysis of failure?   * Did you speak to learner after exam * Who/date/what feedback * What extra support did you plan before next re-sit? |  |
| Re-sit planned |  |
| **Assessment:** |  |
| Analysis of failure?   * Did you speak to learner after exam * Who/date/what feedback * What extra support did you plan before next re-sit? |  |
| Re-sit planned |  |