**Learning Support Plans**

Students and Apprentices (Learners) with additional learning needs will have a learning support plan (LSP) identified by student services. They will have been cleared fit to practice by the Occupational Health service and have provided evidence of the impact on their learning of

* their impairment or difficulty
* their health conditions
* their caring responsibilities
* their pregnancy

The learning support plan will cover all elements of the student’s course including practice or work-based experiences. The placement/work-based aspect will have been reviewed by the LSP team within SHS, Nursing & Apprenticeship courses.

**Students** will require a needs assessment completed and if required will apply for additional funding through the disabled student’s allowance (DSA). This will pay for any additional equipment and support for both practice and university learning identified by the need’s assessment.

**Apprentices** will require a needs assessment completed in the workplace through the **Access to Work scheme.** This will identify equipment and support for both parts of the Apprenticeship program. The workplace is expected to implement the work-related adjustments and purchase any equipment (subject to the size organisation). The university will provide the support for the academic component (University based learning) identified within the need’s assessment. On receipt of a completed needs assessment within the school, additional funding to pay for additional support and equipment for learning is available through the apprenticeship funding pathway.

**Reasonable adjustments** can take many forms and guidance is provided to the student in the form of a PDF document. This provides details of the most common adjustments and we encourage the learner to discuss this with the allocated placement or workplace. See blank copy of PDF document.

The PDF document covers all elements of the course and includes two pages named the Learning Support Plan – Practice. This will contain general guidance and specific adjustments for the individual student, countersigned by their personal tutor or member of the LSP team. Learners are encouraged to print these two pages and attach them to their PAD document.

**Learners are expected to inform the placement or workplace that they have an LSP and to discuss any adjustments that have been identified**. It is not a requirement that they provide information of the reasons behind the LSP. They will have provided evidence of the reasons and they will have been cleared as fit to practice by the Occupational Health service. The placement allocation team may indicate that a student has an LSP but will provide no detail. They may indicate if a student is on reduced hours or modified attendance.

**Major adjustments**

Some learners will have more extensive adjustments that may require changes to how they attend their placement/workplace and the support they require. These will have been discussed with the individual placement/work experience including relevant practice development personnel and agreed before the learner is required to attend. In some cases, agreement will also have been obtained from senior management in the placement/workplace. Normally this additional level of support could include BSL interpreters, specialist equipment including mobility or sensory aides.

**A learner who is struggling but does not have a Learning Support Plan**

We encourage all learners to share with us any difficulties they may be experiencing. However, learners may not feel that they need support in practice/workplace settings or may not be willing to disclose a health or difficulty they are experiencing. This may be due to previous experiences or concerns that by sharing this information they will not be able to continue their course.

* You may be the first person a student has shared with, any difficulties they are experiencing.

IF you have concerns about a learner, this needs to be approached sensitively. It is good practice to identify how all students need to be supported in their practice/work-based learning. If you feel that additional support or adjustments might be beneficial then discuss this with the individual and encourage them to contact their personal tutor or the university student services.

* The learner can make an appointment with student services or the Student Support and Guidance Tutor – there is no referral process. The learner can find information on their My Course Page in student central.

The learner is not required to inform you of any diagnosis or illness and if you have specific concerns about a health issue simply support them to contact their GP or other health professional. These conversations can be framed in a general concern for their wellbeing.

* An apprentice can access their organisations Occupational Health department

As a health professional you may have insight into the health condition, but the learner is not in your care as a service user or patient and their confidentiality related to this must be maintained. Breaching a learner’s confidentiality is considered professional misconduct. If you have concerns related to a student these concerns are raised through appropriate channels. (see guidance on raising concerns about a learner/student)