



Bespoke Professional Development and Training Limited

Learner Support Policy

Updated: June 2021

Next renew due: June 2022

Version Number	Last Amended	Amended By-
v1	July 2019	Tracey Carter
v2	July 2020	Tracey Carter
v3	June 2021	Tracey Carter

Statement of Policy

BePro believes that all students should have access to appropriate learner support as needed. The values which underpin this policy are:

- Treating people fairly and equally regardless of whom they are, their background or their lifestyle.
- Recognition of individual difference and support needed to progress in learning.
- Development and progress can take place through the provision of appropriate support.
- Continuous improvement in the quality of support provided.

Objectives

The policy's aim is to ensure that necessary provision is made for students with additional needs or educational support needs through staff resource or adaptive equipment.

Responsibilities

Overall responsibility for the implementation of this policy lies with the Directors. BePro expects staff undertaking initial assessment to assess additional or educational learning needs. They will refer for support.

Additional needs are requested on the enrolment form each learner must complete. They may include:

- Those excluded or those at risk of offending
- Those in need of study support skills
- Dyslexia or dyspraxia
- A disability which prevents a student making use of educational or training facilities generally provided for their peers
- Significantly greater difficulty in learning than the majority of students of the same age in areas of communication and interaction. Behaviour (including specific learning disability), emotional and social development and/ or a sensory or physical disability

Support available includes:

- Small group teaching
- Individual and flexible approaches to learning
- Individual learner support
- ICT hardware or software (which will be provided as and when needed)

- Interpreter, note taker etc.

The Directors will allocate learner support staff to work with individual students.

Monitoring of Learner Support

BePro data will be used to monitor the progress of students with additional or educational support needs.

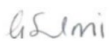
The Directors will monitor use of funds and additional support documentation.

Review

This policy will be reviewed at intervals of 1 year to ensure it remains up to date and compliant with the law.

The policy was last updated June 2021 and is due for review May 2022

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.



Georgina Selmi
CEO



Tracey Carter
Head of Quality and Compliance