

Enhanced Learner Support Plan Template

Version: April 2025 | Review Due: April 2026

Policy Statement:

This Enhanced Learner Support Plan outlines the individualised strategies, adjustments, and resources put in place to ensure that the learner can fully access and succeed in their apprenticeship or training programme. It is completed following initial assessment and/or the disclosure of additional learning needs, disabilities, health issues, or personal barriers. The plan follows best practice from the SEND Code of Practice and Ofsted EIF standards. This plan is reviewed regularly and updated whenever circumstances or support needs change.

Section 1: Learner Details

| | |
|-------------------------------------|-------------------------|
| Name | |
| ULN | |
| Date of Birth | |
| Programme / Apprenticeship Standard | |
| Start Date | |
| Tutor / Coach Name | |
| Review Frequency | (e.g. every 6–12 weeks) |

Section 2: Learning Need or Declared Barrier

| | |
|--|-------------------------------|
| Type of Support Need | Details / Diagnosed Condition |
| Neurodiversity | (e.g. ADHD, dyslexia) |
| Learning Difficulty or Disability (LDD) | (e.g. mild/moderate/severe) |
| Sensory or Physical Disability | |
| Mental Health / Emotional Wellbeing | |
| Medical / Health Condition | |
| English, Maths or Digital Skills Support | |
| Other (please specify) | |

Section 3: Learner Strengths, Preferences and Communication Style

Strengths / Motivators | (e.g. practical learner, visual memory, enjoys routines)

Response:

Preferred Communication Style | ☐ Visual ☐ Verbal ☐ Written ☐ One-to-one ☐ Group discussion ☐ Other: _____

Learner Comments | "What helps me learn best..." |

Policy Owner: Managing Director

Stage of Approval: Approved

Date of Review: April 2025

Section 4: Strategies and Adjustments

| Area | Adjustment or Support Provided |
|----------------------------------|---|
| Teaching & Delivery | (e.g. scaffolded instructions, recorded sessions) |
| Assessment | (e.g. extra time, use of reader/scribe) |
| Environment | (e.g. seating preference, quiet space) |
| Resources | (e.g. coloured overlays, text-to-speech tools) |
| Digital Access | (e.g. laptop loan, assistive software) |
| Emotional Support | (e.g. weekly check-ins, mentor allocated) |
| Functional Skills | (e.g. entry-level materials, specialist tutor) |
| Safeguarding/Risk Considerations | (e.g. triggers, history of trauma, online safety needs) |

Section 5: SMART Support Goals

| Support Goal | Target Outcome | Timescale | Lead | Evidence |
|--------------|----------------|-----------|------|----------|
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Section 6: Involved Staff, Family and External Agencies

| Role / Service | Name / Organisation | Involvement | |
|-------------------------------------|--|-------------|-----------------------------------|
| Progress Coach | | | |
| Functional Skills Tutor | | | |
| Safeguarding Team | | | |
| EHCP Co-ordinator (if applicable) | | | |
| Parent / Carer / Advocate Involved? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Name: _____ | Consent: <input type="checkbox"/> |
| External Specialist / Agency | | | |

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Section 7: Review and Progress Tracking

| Review Date | Summary of Progress | Adjustments Required | Impact Rating (✓/X) | Next Review Date |
|-------------|---------------------|----------------------|---------------------|------------------|
| | | | | |
| | | | | |
| | | | | |

Has the support plan helped? ☐ Yes ☐ Partially ☐ No

Learner Feedback: _____

Tutor Comments: _____

Section 8: Exit Summary (Final Review)

Completed at programme end or upon learner exit.

| Summary of Overall Progress | Ongoing Needs / Referrals | Tutor Recommendation |
|-----------------------------|---------------------------|----------------------|
| | | |
| | | |
| | | |
| | | |

Section 9: Agreement and Consent

We confirm that this Learner Support Plan has been discussed and agreed collaboratively. The learner has consented to share this information with relevant staff and understands that it will be reviewed regularly.

| Name | Role | Signature | Date |
|---------------------------------|------|-----------|------|
| Learner | | | |
| Tutor / Coach | | | |
| Support Lead / SEND Coordinator | | | |

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