STL
SALT TRAINING LIMITED

Collection and Management of Learner Support Payments

Salt Training Limited
Effective Date: February 2026
Review Date: February 2027

1. Purpose

To ensure Salt Training Limited meets Department for Education (DfE) requirements for the identification, collection, and administration of learning support needs, care leaver payments, and bursaries, maintaining robust controls and audit trails throughout.

2. Scope

This policy applies to all learners, staff, and stakeholders at Salt Training Limited, including Salt College, across all funded programmes.

3. Policy Statement

Salt Training Limited is committed to: - Accurately identifying and recording learning support needs - Diligently administering payments for care leavers and bursaries - Ensuring all processes are transparent, auditable, and DfE compliant

4. Procedures and Controls

4.1 Learning Support Needs

- **Collection:**
  - Gather learning support information during application, enrolment, and induction using standardized needs assessment forms.
  - Conduct initial assessments (including Maths/English) and review Education, Health and Care Plans (EHCPs) where applicable.
  - Update Individual Learner Records (ILR) to reflect support needs and interventions.
  - Learning support is reviewed at least every 3 calendar months and ceased where no longer required.
  - Exceptional Learning Support claims require full cost evidence, approval where required and are reconciled to delivery records.
- **Controls:**

- All support needs are documented, with evidence retained in the learner's digital file.
- Regular reviews (at least termly) of support provision and effectiveness.
- Data is stored securely and access is restricted to authorized staff only.
- Learning support is claimed only in months where support is delivered and evidenced.
- Where support stops, ILR is updated before the next submission and further claims cease.

4.2 Payments for Care Leavers

- **Collection:**
  - Identify care leaver status at application/enrolment, verified by supporting documentation (e.g., local authority letter).
  - Record care leaver status in the ILR and flag for bursary eligibility.
- **Controls:**
  - Payments are made directly to eligible learners via secure bank transfer.
  - Payment records include signed learner declarations and supporting evidence.
  - All transactions are logged in the finance system and reconciled monthly.
  - Annual internal audit of care leaver payments.

4.3Bursaries

- **Definition:**
  - Care leaver bursary (apprenticeship)
  - discretionary learner support (adult education)
- **Collection:**
  - Invite bursary applications at enrolment and at key points during the year.
  - Collect required evidence (income, eligibility documents) as per DfE guidelines.
- **Controls:**
  - Bursary awards are assessed by a designated panel using published criteria.
  - Award decisions and payment schedules are documented and communicated to learners.
  - Payments are tracked and recorded in the finance system.
  - Retain all application and payment evidence for a minimum of 7 years.

5. Compliance and Monitoring

- Regular staff training on DfE funding and audit requirements.
- Designated compliance officer to oversee adherence to policy and handle DfE audits.
- Policy reviewed annually and updated in line with DfE guidance.
- Our Risk, Audit and Compliance committee oversees all Audits requirements and manages risk associated from funding bodies.

6. Responsibilities

- **Managing Director:** Overall accountability for compliance.
- **Compliance Officer:** Day-to-day monitoring, training, and audit preparation.
- **Finance Team:** Payment processing, record-keeping, and financial audits.
- **Delivery Staff:** Accurate collection and recording of learner support needs.

7. Data Protection

All personal data is processed in accordance with the UK GDPR and Data Protection Act 2018.