



# 16-19 Bursary Fund and Free Meals Scheme

(For learners attending training in the 2019/20 Academic Year)

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## **Mission**

'We will increase skills through the attainment of vocational and fundamental English and maths qualifications whilst improving learners' employability skills and life chances. We aim to increase employment levels, decrease NEET and meet the skills demands of the learners, Local Authorities, employers and LEP's that we serve.

## **Values**

Maximising learner / customer success and achievement through innovative delivery to improve individual's life chances and / or employment opportunities, in a safe, secure and nurturing environment underpinned by our specific values of:

**Respect, Honesty, Trust, Openness, Equality of Opportunity for all.**

## **Vision**

Through a socially inclusive approach, we will provide high quality learning and training support, to equip individuals with the skills for future employment, further development and or Further Education.

Nova Training are committed to delivering excellence, providing the best possible experience and effective IAG for all of our learners and staff alike; with a strong emphasis on Equality and Diversity and a commitment to **Safeguarding** all of our learners / customers to ensure they feel safe, and are safe. We aim to be a high-performing organisation with a passion for learning and a dedication to become the training provider of choice.

## **INTRODUCTION - BURSARIES**

Bursaries have been made available to help young people overcome financial barriers to their participation in education. All criteria is set in accordance with the EFA 16 to 19 Bursary Fund guide: 2019 to 2020 academic year.

## **ELIGIBILITY FOR AWARDS**

- To be eligible to receive a bursary the young person must be aged under 19 on 31<sup>st</sup> August in the academic year in which they start their programme of study. Students aged 19 or over who have an Education, Health and Care Plan (EHCP) are also eligible to apply for Discretionary funding in this academic year. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.
- Young people must satisfy the residency criteria as stated in the document EFA 2019 to 2020 academic year funding regulations for post-16 provision and must be undertaking a Study Programme at Nova Training as funded by the EFA (paid Apprentices CANNOT access the Bursary Fund).
- The following groups of young people are eligible to apply for the 16-19 Bursary Fund
  - Vulnerable Learners – any young person who is deemed vulnerable as indicated by inclusion in one of the defined vulnerable groups
  - Discretionary Learners – any other young person who meets the Discretionary Bursary eligibility who's annual household income is under £25,000

## **BURSARIES AVAILABLE FOR 2018/19**

**Vulnerable Bursary - £1,200** per academic year for programmes of study of 30 weeks or more. Available to Vulnerable Young People only – reduced pro-rata for programmes of study 29 weeks or less.

**Discretionary Bursary**. Available to young people aged 16-18 who are facing barriers to their learning, in particular, financial difficulty that means they would struggle to participate in education and training without some help towards the costs linked with learning.

## **ELIGIBILITY, ASSESSMENT AND PAYMENT**

## VULNERABLE BURSARY FUND

- The most vulnerable young people will be eligible for a vulnerable bursary of £1,200 for a course of 30 weeks or more, pro rata for programmes of 29 weeks and under. Young people in the defined vulnerable groups are usually, but not always, living apart from their parents/carers, as such they can get social security benefits in their own right.

The defined vulnerable groups are:

- Young people in care, including unaccompanied asylum-seeking children
- Young care leavers
- Young people getting income support or the equivalent Universal Credit (UC) in their own right
- Young people getting both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA)(or Universal Credit as a replacement for ESA) in their own right

Appropriate evidence confirming eligibility will be required, for example:

- Written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care services.
- A letter setting out the benefits to which the young person is entitled, i.e. Income Support OR Employment and Support Allowance (or Universal Credit) AND Disability Living Allowance (or Personal Independence Payments)

Once confirmed as eligible the learner will be paid a maximum payment of £40 per week as required for removing any barriers to learning. All calculations are based on a full time programme and will need to be adjusted pro-rata for part time programmes. At its discretion, Nova Training may, in exceptional circumstances, continue vulnerable payment sums beyond the £1,200 threshold by accessing its Discretionary Bursary Fund should funds allow.

*Please note: All payments may be adjusted periodically by the Organisation following review or at the instruction of external Auditors.*

## DISCRETIONARY BURSARY FUND

- Learners facing financial hardship and whose family income is below the current income threshold set at £25,000 but who are not eligible for the Vulnerable Bursary are invited to apply for access to the Discretionary Bursary Fund. Appropriate evidence confirming eligibility will be required, for example:
- An in-scope copy of a HMRC Tax Credits Award Letter, a Benefits notification award, evidence of Taxable Social Security Benefits or evidence of Employment salaries or wages - for example a P60, month 12 or week 53 payslips, evidence of self-employment income (SA302 form).

Once confirmed as an eligible learner, a Discretionary Bursary award shall be granted to the learner, the level of award shall be subject to the level of family income. This award will be used to pay for daily costs incurred by participating in the programme and may include travel, meals, work wear and course related materials. Bursaries will be awarded on a reimbursement or 'in kind' basis and will vary depending on individual circumstances. For information regarding the parameters or criteria for awards, please contact Bindia Birdi.

*Please note: All payments may be adjusted periodically by the Organisation following review or at the instruction of external Auditors*

## **CONDITIONS**

- Young people who are awarded a Bursary will be expected to meet certain conditions relating to attendance, behaviour and completion of certain work or courses, for example:
  - Good attendance
  - Satisfactory behaviour and conduct
  - Responding positively to programme criteria (completing and achieving qualifications satisfactorily)
  - Completion of Learning Programme

Eligible learners, upon signing their Individual Learning Plan (ILP) agree to the terms and conditions of the administration of the Bursary Fund.

## **APPLICATION FOR BURSARIES**

- Learners should obtain a Bursary Fund Application Form (NTS891) from their Centre Manager or Induction Tutor. Completed applications should be returned together with the relevant evidence to the Centre Administrator in order to be handed to the Bursary Accounts Administrator – Bindia Birdi.

## **OTHER DISCRETIONARY SUPPORT**

Assistance funds for other education or placement related expenditure will be considered for students upon receipt of an appropriate application forwarded by the relevant Centre Manager, this may include (but not be restricted to) clothing, DBS checks, additional PPE requirement, etc. Any discretionary support must not interfere with any statutory responsibility by other benefit agencies. The Additional Bursary Funding Request Form (NTS891D) must be completed and forwarded to Bindia Birdi for any Additional Bursary funding requests.

## **APPEALS**

All learners have the right to appeal against any decision made in respect to a bursary award or non-award of a bursary. Appeals must be made in writing and submitted within 2 weeks of the decision. An independent appeals panel will hear the complaint as outlined in Nova Training's Complaints Procedure (NTS418). Copies of the Complaints Procedure can be obtained on request.

## **FREE MEALS**

In the 2019 to 2020 academic year, institutions will receive funding at a rate equivalent to £2.41 per student per meal taken. As for Bursary Fund applications, learners must be aged between 16 and 18 on 31 August 2019 to be eligible for a free meal in the 2019 to 2020 academic year. All eligibility criteria are set in accordance with the EFA's 16 to 19 funding: free meals in further education funded institutions 2019 to 2020 guide.

Free meals are targeted at disadvantaged students. Other students in receipt of discretionary bursaries may claim for a daily meal from the discretionary fund.

For the purpose of eligibility for free meals 'disadvantage' is defined by the students being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Income Support
- Income based Jobseekers Allowance
- Income related Employment and Support Allowance (ESA)
- Support under part V1 of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs.
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit with a net earned income of no more than £7,400 – please see Free Meal Eligibility for recipients of Universal Credit (NTS891b)

Learners aged 19 to 24 who are subject to an Education Health and Care Plan (EHC Plan) are also entitled to a free meal whilst attending their programme of study if all other eligibility criteria is met.

Applications for Free Meals are to be made via the Bursary Fund Application form (NTS891) and learners will be eligible to receive a free meal to the value of £2.41 upon making (or a parent/guardian on their behalf making) a successful application.

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