

Apprentices with Additional Learning Needs

If you're an Apprentice and have additional learning needs, this can be identified:
at application stage and/or **during your apprenticeship programme**



The University's Disability and Inclusion team will give you a form to declare your additional learning needs before you have a meeting with one of our advisors.



At the meeting, the advisor will discuss your needs and advise you on the support available. They may also use diagnostic assessments to help them to produce a **Tutor Awareness Sheet**.



The advisor will make recommendations for your tutor to put support arrangements in place for you during your apprenticeship.

Your Advisor will carry out a personalised Study needs assessment to ascertain the support you will require during your studies.

If you receive a recommendation to arrange a **Diagnostic assessment** then your Advisor will provide you with details of the organisation to contact to carry out the diagnostic on our behalf.

If you receive recommendations with **supporting actions**, then your Advisor will put these support arrangements in place.

The Disability and Inclusion team at the University (below) will support you in putting these arrangements in place and will co-ordinate claiming funding from the Government's Education and Skills Funding Agency (who fund your apprenticeship through your employer).

Disability and Inclusion team contact

Email: ALNapprentices@wlv.ac.uk

Your Tutor Awareness Sheet will include an action plan. Your tutor will review this with you during your tutor reviews and skills coach reviews to ensure you are receiving the support set out in your action plan.

