



## Advanced Learner Loan Policy

### Introduction

The aim of this policy is to ensure learners and staff understand and work within the standards and procedures applicable to the service. This will be achieved by ensuring that the standards and procedures detailed in this policy underpin all Advanced Learning Loan activities undertaken by Debut.

Debut aims to provide high quality, impartial, information, advice and guidance services to learners aged 19+ who are interested in applying for an advanced learner loan to fund their qualification.

### Process

#### Stage 1

- The learner will apply for a qualification they are interested in. If they require further information on course content this will be provided via a leaflet.
- Debut will advise the learner of the course dates and times.
- Debut will advise the learner of the cost of the course and advise the learner of their options for funding and applying for an advanced learner loan.
- If the learner is aged 19 to 23, further investigation will be carried out using specific criteria from a standardised funding form to determine if they are eligible for their legal entitlement to full funding for their first level 3 qualification.
- Debut will provide an information leaflet on an advanced learner loan to read through at their own leisure. This will include information on eligibility criteria, number of loans that you may apply for, who to contact for further information at Debut and repayment rules.
- Debut will signpost learners to free and impartial advice from other sources, e.g. The Money Advice Service before they make a final decision regarding funding their course.
- Debut will arrange for an enrolment date where the learner will have a face to face meeting. If this initial date is not convenient an alternative will be offered.

#### Stage 2

- During enrolment the learner will be provided with further information to the qualification, setting out what is involved on the qualification and the learners roles and responsibilities.
- The learner will be advised of uniform requirements and information on purchasing kits to ensure the learner can practice from home and provide case studies.
- Further information will be provided regarding the advanced learner loan, allowing questions and answer time.
- Learners will be provided with an enrolment form, requiring personal information, PSED information, roles and responsibilities of the learner, declaration from the learner.



- Learners will be provided with a laptop in order to either create a .gov.uk account or to log in to their original account. The Advanced Learner Loan Lead will be available for assistance to the learner should they have any questions during their application process or are not conversant with using ICT equipment.
- Learners will be provided with a copy of this policy as well as their Learning and Funding Information Letter (LAFIL).
- The learner will sign a declaration to say they would like to confirm their acceptance to the course offer.
- Learners will receive a welcome call from our Student Liaison Officer Jade Schaverien.

### Stage 3

- The Advanced Learner Loan Lead will ensure the declaration is signed by the learner and if any further paperwork is required this will be collated.
- The Advanced Learner Loan Lead will then log all the paperwork, take copies, where necessary.
- The documents will be posted to the Student Loan Company

### Stage 4

- Learners will be sent a Welcome Letter/Pack to provide details in writing to the learner. This letter will be saved in the learner's file.
- A copy of the LAFIL will be saved in the learner's file.
- The Advanced Learner Loan Lead will provide the ULN to the SLC for the learner and a copy of the learners prior qualifications will be placed in the learner file.

### Stage 5

- The Advanced Learner Loan Lead will ensure the learner details are correct on the Student Loan Company Portal
- The Advanced Learner Loan Lead will make sure the learner's status is moved to approved and all paperwork is completed for audit purposes.
- The Advanced Learner Loan Lead will submit the attendance work list monthly. This process will ensure payment from the Student Loan Company monthly for each learner.

### Support

Once the learner has completed their application form and there are any areas where the learner requires support during their qualification this will be provided to the learner and reviews will be planned monthly.

### Bursary

If the learner requires financial support with regards to travel and child care the learner must request an application. This will then be submitted to the Advanced Learner Loan Lead who will advise the learner if they meet the specific criteria.



### **Withdrawal By Learner**

Should for any reason, the learner withdraw from their qualification, the Advanced Learner Loan Lead will then complete a change of circumstances on the SLC Portal to advise the Student Loan Company of the learner withdrawal. This change of circumstance will be copied to the learner folder.

*Learners* who withdraw from their qualification must be advised the Student Loan Company will hold them liable for the loan fees already paid to Debut Training Academy. This will also be used as 1 of the 4 loans they are entitled to.

### **Suspension By Learner**

Should for any reason, the learner have their advanced learner loan suspended, the Advanced Learner Loan Lead will then complete a change of circumstances on the SLC Portal to advise the Student Loan Company of the learner withdrawal. This change of circumstance will be copied to the learner folder.

*Learners* who suspend their qualification must be advised the Student Loan Company will hold their qualification for 12 months, if the learner does not continue with training at Debut Training Academy, their advanced learner loan will then be withdrawn and the same terms apply to the Withdrawal by Learner.

### **Key Personnel**

Key Personnel at Debut who are responsible for aspects of Advanced Learner Loans:

Kersti Harding	Business Development Director & Advanced Loans Lead
Linda Edwards	Center Manager, IAG Lead & Equality & Diversity Officer
Nikki Roberts	Sales & Marketing
Jean Ancient	Support Worker
Abi Fulcher	Front of House
Jenny Dobson	Learner Registrar
Jade Schaverien	Student Liaison

### **Policy Revision**

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