

Adult Skills Fund Learner Support Fund Policy

What is the ASF Learner Support Fund?

The fund provides financial support to help overcome specific financial barriers to learning whilst on HLC funded Adult Skills Fund courses.

Funding is to help eligible learners with costs such as travel to and from training centre or work placement, to buy essential books, equipment, or specialist clothing (such as protective overalls, for example) that are required for the programme. These are items you would otherwise need to pay for to participate.

The fund is not intended to support general living costs, and it's not automatic that you will receive what you apply for. It is also not intended to provide learning support, extra-curricular activities, support general household incomes or bonus payments to reward attendance, or achievement.

Between 1st August 2025 and 31st July 2026, the Learner Support application criteria has been set by Hull Training, part of Hull City Council. This is because the funding for your learning, and financial support is funded by them, and not the Humber Learning Consortium or your training provider.

The terms in which you will be paid have been set out by the Humber Learning Consortium in conjunction with your training provider.

Eligibility criteria

- Aged 19+ on 1st August 2025
- Meet the residency criteria in DfE funding regulations for post-16 provision.
- Household Income Limit: £35,000
- To have enrolled onto eligible provision as part of the HLC-funded Adult Skills Fund. Training providers that deliver our programme include:
 - **Blue Apple** in Hull, East Riding of Yorkshire
 - **Goodwin Development Trust** in Hull, East Riding of Yorkshire
 - **Northern Hull Community Development (Unity in Community)** in Hull, East Riding of Yorkshire
 - **Hull Business Training**, in Hull, East Riding of Yorkshire
 - **Niche Education & Training**, in Hull, East Riding of Yorkshire

How to apply

You need to contact your training provider (see above) who will talk with you about the eligibility requirements. Once they have confirmed your eligibility, they will ask you for

the relevant evidence to support your application. Once you have done this, they will submit the application on your behalf with your evidence, to our team.

You can apply before your programme starts but your first payment will not be until after you've started the provision.

If you apply within the first 4 weeks of the programme starting, you will be back paid in full to your start date.

You can also apply at any point in your programme; however, your support will not be backdated to the start of your programme. If there is a delay in processing your application you may be backdated to the 'Support start date', if this is less than 4 weeks.

Any queries or issues must be discussed with your training provider.

Evidence needed

You must provide proof of gross taxable household income for the financial year ending April 2025. Acceptable evidence includes:

- Tax Credit Award Notice 24/25 (showing finalised 23/24 income)
- P60(s) for April 2024 – March 2025
- Last 3 months or 12 weeks' pay slips
- Most recent self-assessment summary
- Means-tested benefit letter (dated within 3 months of your application)
- Pension statement

What you'll receive

The amount you receive will depend on your individual circumstances, and what you have agreed with your training provider.

Support is calculated based on what you need to attend. You will not be paid a flat rate. Each week may differ, depending on how many timetabled hours and days your provider has set.

Absences, such as sick days, doctors' appointments, dentist appointments, and holidays will not qualify for a payment.

Payments are almost always paid directly to the learner and will not be paid into anyone else's bank account.

If we discover you have deliberately misled HLC and provided someone else's details, all funds will be stopped, and we will look towards recovering the costs.

In limited circumstances, we can pay your training provider directly who will pay you the cash. They will be required to obtain a receipt as proof that you have received this.

Where appropriate, if a training provider is giving you the bus tickets, and/or lunch vouchers themselves, we may pay them directly instead.

If you withdraw, inform your tutor and you may need to repay funds received, your training provider is responsible for notifying the Humber Learning Consortium and Hull Training.

Failure to repay may result in action under Hull City Council's debt collection procedures.

When you'll receive the support

All payments are dependent on your actual attendance and must meet acceptable standards of behaviour set by your training provider, including punctuality.

Your training provider reserves the right to withhold payment based on this.

Your training provider will submit an invoice to HLC, for payments to be made to you. Your training provider must provide evidence of your attendance for all dates on the invoice in the form of a timesheet. Failure to do this may result in a delayed payment, or non-payment if they are unable to evidence you attended.

Once approved by our team, payment will go into your bank account on the Friday.

This is done as Payment Agreement, and it is your responsibility to manage your finances.

It's important that the funds you receive are used only for what you need to attend classes.

You will need to keep the receipts for your bus ticket(s), and other purchases. Your training provider will ask for receipts throughout your course. They will be required to take photocopies and submit these to HLC for audit compliance standard checks.

Steps:

1. Give your training provider the eligibility evidence they've requested
2. They'll complete the application for you and send us copies of your supporting evidence
3. A member of the HLC team will check your application and evidence – if there's queries, they'll be in touch with your training provider
4. If eligibility criteria is met – HLC will approve your application
5. After attending 1 week, your training provider will notify us of attendance, what days you attended, and how much you require
 - a. If you didn't attend, they'll be no payment
6. HLC will check the evidence, and if correct, pay you by the Friday.

7. Steps 5 and 6 will continue until you finish the programme
It's important that the funds you receive are used only for the meals and travel you need to attend classes.

If it appears that the funds are not used correctly, it may affect your future claims. Hull Training reserve the right to withdraw support if attendance is below 85% or tutor reports are unsatisfactory.

For further details, or to apply, please contact your training provider who will assist you in applying.

One off-payments

One-off payments will only be made for equipment such as clothing, books, and other equipment for your course.

Payments may be made to yourself, or training provider. Where appropriate you must buy the most cost-efficient item(s), and it must meet the needs of your programme. We will not pay for designer clothing.

You will be required to obtain your receipt; your training provider will take a copy of this for our records to prove it has been spent correctly.

Payments can be made directly to your training provider if they are able to obtain the item(s) cheaper, or if they are specialised.

Some reusable items such as books may need to be returned for another person to use.