

Case Study:**Placement process for Learners with Learning Difficulties and/or Disabilities**

'Assessment and learning: involving the learner'. LSC funded project.

The context:

The north east regional learning and skills council oversees the funding of young people accessing further education.

The challenge:

Our responsibilities are to evaluate paper-based evidence to ensure a young person's education and support needs are adequately in place before they begin further education either at a General Further Education (GFE) College or an Independent Specialist (ISP) College.

The LSC funded project 'Assessment and learning: involving the learner' provided us with the opportunity to consider the placement process and identify how we could make the process more transparent.

What we did:

- We attended the workshops and drew up an action plan to identify what we would do, how we would do it, who we would involve in the process and the timescale to which we were working.
- We discussed our processes with colleagues and identified that the process might not be as transparent to all involved in the process as it could be
- We decided to produce a flow chart that would be used in conjunction with the Funding Guidance to give more clarity to the process

The outcomes:

As an example the flow chart below shows the procedures followed once an application has been received.

The impact:

- Reduced the time in processing the applications
- Giving important decisions with the minimum of distress caused to learners and families.
- The colleges can implement the support mechanisms in time for the learner starting college

Supporting documentation:

- Placement process flowchart



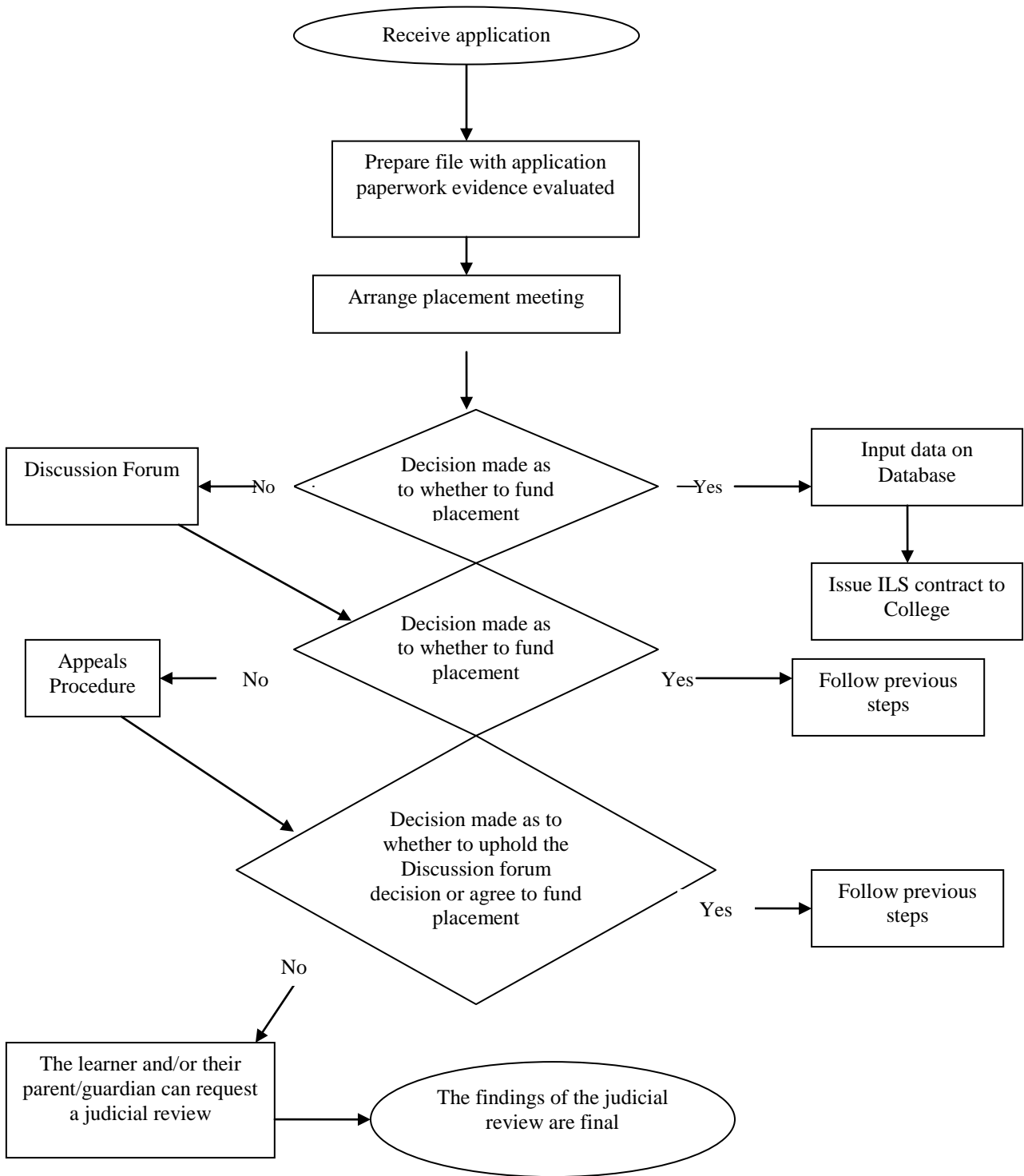
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Placement Process:



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