

Wakefield College

Financial Support (Administration of Funds) Policy

Review Cycle: Every 3 years

Next Review Date: June 2021

Person Responsible: Head of Student Experience Support Services

Approving Body: Executive Team

1. Purpose

Wakefield College recognises that a number of students have financial support needs that could impact on the college's mission statement – "Transforming lives through learning...by enabling young people, adults and employers to fulfil their potential", if these needs are not met. This document states the college's commitment to students with regards to Financial Support and in line with all current national and college regulations, guidelines and legislation.

2. Context

It is part of the College's vision that students receive the financial support they are entitled to in order to achieve and succeed here. The qualifying criteria to receive funds are updated annually, depending on the funding amounts allocated to the college each year by the various funding bodies (currently including EFA, SFA, HEFCE). Please see the associated document for specific details of the qualifying criteria - Financial Support Criteria.

3. Aims

- 3.1 To provide financial support funds to students who are financially disadvantaged to enable them to achieve their learning goals.
- 3.2 To support the enrolment, retention and achievement of students.
- 3.3 To administer the Funds in accordance with EFA, SFA and HEFCE regulations and guidelines while operating the Funds flexibly to best support students' individual financial needs and support the College mission statement.
- 3.4 To operate within College's financial regulations and guidelines.

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4. Scope

- 4.1 16-18 Bursary Fund
- 4.2 Free College Lunches
- 4.3 19+ Learner Support Fund
- 4.4 Advanced Learner Loans Bursary Fund
- 4.5 Crisis Fund
- 4.6 Other Financial Support Administration

5. Policy

- 5.1 The College will provide effective and efficient support to administer the Funds, mainly through the Financial Support Team.
- 5.2 The College will provide information to students regarding their eligibility for Funds.
- 5.3 Clear criteria will be established for the distribution of the Funds and made known to all students and potential students. (see Financial Support Criteria, which is updated annually)
- 5.4 Clear and responsive processes will be implemented to ensure that timely decisions are made and communicated to students and parents/guardians as appropriate.
- 5.5 Overall responsibility for Funds will be taken by the Executive Director of Student Experience and Support, the Head of Student Experience Support Services advised by the College Student Advisors (Financial Support), and supported by a member of the College Finance team.
- 5.6 A range of information systems will be used to disseminate information as widely as possible. These include the College prospectuses, course and financial support leaflets, posters, the College Intranet, Moodle, the college's public website and other internal college platforms.
- 5.7 Advice will be available at College campuses via drop-in sessions, appointments, e-mail and telephone.
- 5.8 Information will be made available to students:
 - Pre-entry
 - On entry and during induction
 - On programme
 - On exit for progression
- 5.9 The College will provide information to students in alternative formats if requested.

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6. Monitoring, Evaluation and Review

6.1 Annual surveys will be undertaken to monitor student satisfaction with the services provided, and action plans initiated to improve targets that may be set.

6.2 Annual reports will be provided, examples of which might include:

- Monitoring take-up of the Funds by age, gender, ethnicity, programme area and programme level.
- Monitoring application numbers and retention of students receiving the Funds

6.3 Funding guidelines and regulations will be reviewed annually, and procedures and administration set up as appropriate to respond to changes and to improve service delivery.

7. Quality Standards

Standard	Measure
Financial Support staff are appropriately trained and qualified, their knowledge is up-to-date and practice monitored and reviewed	HR records CPD logs/appraisal records Monitoring of work Team meeting updates and regular 1:1's
Clear Financial Support criteria and procedures for work plus the methods of recording work done by the team are in place	Copy of procedures and criteria are produced and reviewed annually
Feedback and evaluation from clients is followed up	Evaluation forms and analysis are acted on to improve the service where feasible and appropriate
Client records are accurate, maintained and stored correctly in line with GDPR	Record-keeping adheres to provisions of Data Protection Act, with written records securely stored.
Financial Support information and resources are accurate, up-to-date, appropriate and conform to Equal Opportunities requirements	Annual review of information and resources by appropriate staff, with financial support information amended or new information produced as a result of changes, demand and usage
Financial Support Staff contribute to internal and external financial audits as appropriate	Audits managed and any consequent relevant action points complied with.

8. Associated documentation

Wakefield College Financial Support Criteria (updated annually)

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