

Basingstoke ITEC

Traineeship Financial Support 2015-16

Guide for Learners

ITEC Financial Support Offer

ITEC is committed to supporting all 16-18 year old Trainees by removing financial barriers to engagement. The ITEC Traineeship does not fit the pattern of a 'standard' one year study programme. It is an intensive programme (typically 7-10 weeks) with a pattern of attendance aligned to workplace hours when on work placement. As such, the programme is not consistent with Trainees maintaining the casual or part time paid work that is available to other 16-18 year old students. In order to prevent the costs of undertaking a Traineeship being a barrier to engagement and success and to avoid potential discrimination or stigma **we will provide the following support to all Trainees:**

- **A lunchtime meal provided on site during the classroom based phase of training**
- **Re-imbusement of travel costs to and from the ITEC centre and work placement (on receipt of evidence of travel cost)**
- **An allowance of £100 for purchase of appropriate clothing for the work placement phase.**
- **An allowance of £100 to help with moving to monthly salary, when employed.**

The cost of this support will be covered from the government Bursary and Free Meals funds for eligible young people only. For all other Trainees the costs will be covered from ITEC funds.

Who is eligible for government support?

There are two ways you can get government funded help to pay for essential education-related costs if you are 16 to 19 and in further education or training on an unwaged course.

The Bursary Fund can help pay for costs like:

- equipment and clothing you might need for your course
- lunch (unless you also qualify for free meals)
- transport to and from ITEC or your work placement

The Further Education Free Meals are available to eligible 16-19 year olds in all EFA funded further education institutions.

You could get a government vulnerable student bursary of up to £1,200 a year (pro rata for shorter or part time courses) if you are in one of the following groups:

- young people in care or care leavers
- young people claiming [Income Support](#) or [Universal Credit](#) in their own right
- disabled people getting [Employment and Support Allowance](#) and [Personal Independence Payment](#) in their own right

If you are eligible for a **vulnerable student bursary** you will need to declare your circumstances on the application form and ITEC will apply on your behalf to the Student Bursary Support Service. We will help you with supplying the necessary evidence.

If you are not in one of these groups, you could still get a discretionary bursary depending on your personal circumstances. In order to allocate the discretionary bursary fund from the government, ITEC is obliged to make a reasonable effort to assess real need. Therefore we need to ask you about your household income and benefits and you will need to provide evidence. It is your responsibility to inform anyone from whom you are receiving benefits if you are receiving a Bursary from ITEC. If you are not receiving benefits but someone in your family is then they may need to know too. 16 to 19 bursaries are paid directly to students in addition to other means-tested benefits paid to families, such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit and Housing Benefit and does not affect them. ITEC can provide you with written confirmation about your course and the Bursary at any time.

If you do not meet the criteria for government funded support you will be supported through ITEC funds.

It is important that you are aware that receipt of this financial support (both government funded support and ITEC funded support) is conditional on you maintaining good attendance and complying with the rules and code of conduct that you agree to on enrolment.

Evidence of attendance is through class registers for ITEC sessions and by you submitting a signed time sheet if you are on work placement. For travel to be paid, you must provide evidence e.g. bus or train tickets. We require evidence of purchase for the clothing allowance to be paid. Meals are provided on site and no cash alternative is available.

The bursary or allowance is paid directly from ITEC and is normally paid directly to your bank account.

How to apply

Complete the attached application following the instructions carefully. You may need to ask a parent or guardian for help.

All Trainees are required to complete the form as evidence that this support has been offered. If you do not complete the form and return with the necessary evidence you will not receive financial support during your course.

A full version of the ITEC Financial Support Policy is available on request.

