

# Assembly Learning Grant Scheme 2005/06

## Guidance Circular

### Summary:

This document stipulates the conditions of use by Local Education Authorities (LEAs) of grant allocated by the Welsh Assembly Government for the Assembly Learning Grant (ALG) scheme and its administration, including the relationship between LEAs and both Further Education Institutions (FEIs) and Higher Education Institutions (HEIs) (together referred to as FHEIs).

This document also sets out the criteria which must be applied in assessing the eligibility of students to receive an ALG and the varying levels of grant that can be awarded.

This document sets out the methodology for calculating the payments, which apply under the ALG Scheme for the academic year 2005/2006, including the levels of assessable income that must be used when carrying out any calculation.

This document also records in Annex 3 the partnership protocol setting out arrangements between FHEIs and LEAs for the administration of the scheme. It is not part of the Scheme itself.

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# 1. INTRODUCTION

1.1 This document stipulates the conditions of use by Local Education Authorities (LEAs) of grant allocated by the Welsh Assembly Government for the Assembly Learning Grant (ALG) scheme and its administration, including the relationship between LEAs and both Further Education Institutions (FEIs) and Higher Education Institutions (HEIs) (together referred to as FHEIs).

1.2 This document also sets out the criteria which must be applied in assessing the eligibility of students to receive an ALG and the varying levels of grant that can be awarded.

1.3 This document sets out the methodology for calculating the payments, which apply under the ALG Scheme for the academic year 2005/2006, including the levels of assessable income that must be used when carrying out any calculation.

1.4 This document also records in Annex 3 the partnership protocol setting out arrangements between FHEIs and LEAs for the administration of the scheme. It is not part of the Scheme itself.

1.5 This document has been prepared having due regard to the following:

i. The Local Education Authority (Post Compulsory Education Awards)(Wales) Regulations 2002.

ii. The Education (Assembly Learning Grant Scheme) (Wales) Regulations 2002.

iii. The Education (Student Support) (No. 2) Regulations 2002.

iv. The Education (Student Support) (No.2) Regulations 2002 (Amendment) (No.2) Regulations 2004

v. The Education (Student Support) Regulations 2005

## **PRINCIPLE CHANGES TO THE ALG SCHEME**

1.6 There are no principle changes to the ALG Scheme in 2005/06. The income assessment does however take account of changes made in assessing statutory support entitlement.

## **2. AIMS AND OBJECTIVES OF SCHEME**

**2.1** The ALG scheme aims to provide guaranteed additional financial support for eligible students in both Higher and post compulsory education in the form of a means-tested grant targeted at the least well off among the student population. It will provide support on top of the student loan and tuition fee support. The grant will be available to eligible students wherever they choose to study, in Wales or elsewhere in the UK.

**2.2** The overall aim is to promote a student support scheme that fairly and equitably recognises the needs of individuals and effectively targets direct support to those most in need.

**2.3** The ALG Scheme supports the Welsh Assembly Government's key themes of social inclusion, widening access, increasing opportunities, retention progression and lifelong learning.

**2.4** The ALG is awarded by a LEA to help a learner meet the costs of accessing an eligible course (see section 4.2) delivered by a Higher Education Institution (HEI), Further Education Institution (FEI) (see section 3.10) or other Learning Centre (OLC) and, subject to continuing eligibility, will continue to be made available to the student for the whole period of that course:

**2.4.1** where the learner is studying at a HEI or FEI at undergraduate level; or

**2.4.2** where the learner is studying a course eligible for funding under the Learning Skills Act 2000 and the learner is supported through National Council-ELWa further education funding or the Learning and Skills Council or equivalent and is over the age of 18 years on the first day of the academic year (of that course) in respect of which the application for ALG is being made.

**2.5** In using funds provided by the Welsh Assembly Government for ALG purposes, LEAs must apply the terms of this policy and any supplementary guidance the Welsh Assembly Government may issue from time to time. Where a LEA chooses to supplement ALG funds with additional resources e.g. for administrative purposes, it may use the additional resources as it sees fit but it shall not be able to claim reimbursement of such resources from the National Assembly.

**2.6** Monitoring, review and evaluation of the performance of the Scheme is being conducted to ensure that issues which have emerged are properly addressed and improvements in its efficiency and effectiveness will be initiated as and when appropriate.

**2.7** The ALG Scheme is not intended to affect the payment of other post-compulsory education awards made at the discretion of LEAs. Neither is it

intended that students who are successful in obtaining help, in competition with others, from discretionary sources (e.g. awards from educational, trusts charities, scholarships etc) be excluded from qualifying for ALG support (although any income will score as income for assessment purposes). NOTE this does not apply to those students receiving significant government bursaries and are specifically excluded (see paragraph 4.1.10).

### 3. GLOSSARY OF TERMS

**3.1 Academic year:** As per regulation 2(1) of the Student Support Regulations.

**3.2 Assessable household income:** gross taxable income less certain allowances. For further details see section 6.

**3.3 Course:** The criteria which a course must satisfy to make it eligible for the ALG Scheme are set out in section 4.2. A course includes a programme of study, the components of which are funded by National Council - ELWa.

**3.4 EEA Migrant worker:** The meaning of EEA migrant worker is explained in regulation 2(5) of The Student Support Regulations.

**3.5 EEA Agreement:** The agreement of the EEA signed at Oporto on 2<sup>nd</sup> May 1992 as adjusted by the Protocol signed at Brussels on 17<sup>th</sup> March 1993.

**3.6 European Economic Area:** The EEA consists of 18 member states: Austria, Belgium, Denmark, Eire, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, Liechtenstein, Netherlands, Norway, Portugal, Spain, Sweden and the United Kingdom. Swiss nationals are also included. From 01 May 2004 the following 10 member states have joined the EU: Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, the Slovak Republic and Slovenia. Continuing students from these countries will also be able to apply for financial assistance as EU students along with new students from the start of the academic year 2004/05.

**3.7 Exceptional Leave to enter or remain (ELE/R):** A person (or spouse, child or step-child of such a person) who is referred to in paragraph 3(a) of Annex 2 and has been granted leave to enter or remain in the United Kingdom. This must be proved by confirmation in writing or as a stamp on his/her passport.

**3.8 Islands:** means the Channel Islands and the Isle of Man.

**3.9 National Council-ELWa:** The National Council for Education and Training for Wales.

**3.10 Other Learning Centres:** includes LEA maintained schools or colleges (including maintained special schools), sponsored organisations and third party providers.

**3.11 Sponsored organisation:** an organisation sponsored by an FE institution and funded by the National Council - ELWa.

**3.12 Third Party provider:** an organisation which delivers provision on behalf of an FE institution under a third party arrangement.

**3.13 Ordinary Residence:** for the purposes of this Scheme ordinary residence refers to a person's residence in a particular place which that person has adopted voluntarily and for settled purposes as part of the regular order of his/her life for the time being, but excludes residence which is wholly or mainly for the purpose of receiving education; ordinarily resident shall be construed accordingly.

**3.14 Parent:** Within this document a parent is defined as the natural parent or legally adoptive parent on whom the student is in practice dependent.

**3.15 Partner:** Unless the context otherwise requires, the partner of a person is someone of the opposite sex with whom that person is ordinarily living with as his/her spouse, whether or not they are married to each other.

**3.16 Progression:** To demonstrate progression from a previous year, a student must either be enrolled on the following year of his/her course or have enrolled on a course at a higher level of study from when he/she was last eligible for ALG (see Annex 2).

**3.17 Refugee Status:** A person to whom this status has been granted by the Home Department, or the spouse, child or step-child of such a person. If refugee status has been granted it must be proved through production of correspondence from a person acting under the authority of the Secretary of State for the Home Department.

**3.18 Residual Income:** Is earned and/or unearned gross taxable income net of allowable deductions. For further details see section 6.

**3.19 Settled Status:** A person who can live in the United Kingdom and Islands permanently without the Home Department placing any restrictions on their residency. In the case of a person who is not a British citizen this should be proved either by production of his/her passport bearing the appropriate stamp or by a letter from a person acting under the authority of the Secretary of State, which confirms his/her status.

**3.20 The Student Support Regulations:** These are the Education (Student Support) Regulations 2005 (S.I.2005 No. 52) which apply to both England and Wales. They are the main regulations made by the Secretary of State for Education and Skills providing financial support for students who are undertaking designated higher education courses.

**3.21 Taught/Contact Hours (post compulsory education courses only):** These are 'guided' contact hours of study or learning provided by a FEI or OLC. The hours should include only those when a member of the teaching staff is present to give specific guidance towards the course or programme of study. It may include lectures, tutorials and supervised study in, for example, libraries and learning workshops. It also includes contact time with staff assessing the learners' achievements, for example, in the assessment of competence.

**3.22 Training incentive:** A payment or series of payments to encourage individuals to pursue a profession.



## 4. Eligibility for an Award

**4.0.1** A student's application for ALG at the start of his/her course must be made by completing the appropriate forms and submitting them to the relevant LEA for the area in which he/she is ordinarily resident. That LEA ("the original LEA") must assess the student's application.

**4.0.2** A student's application for ALG must normally be made by the 31<sup>st</sup> May. It remains the discretion of the LEA whether or not to accept an application beyond this date.

**4.0.3** An Assembly Learning Grant may only be awarded if both the student criteria (see section 4.1 below) and the course criteria (see Section 4.2 below) are satisfied.

**4.0.4** If a student has satisfied the criteria and has been deemed eligible for an assessment for ALG and the student relocates to the area of another LEA whether or not that LEA is within Wales, the original LEA shall continue to assess the student's entitlement to ALG until such time as:

- a. he/she permanently withdraws from his/her course; or
- b. he/she completes his/her course.

However should the student undertake a course of higher education at first degree level, which immediately follows a Higher National Diploma (as per schedule 3 of the Student Support 2005 Regulations) for which an ALG had previously been awarded, the original LEA shall continue to assess ALG entitlement for the following first degree.

### 4.1 Eligibility for an Award - Student Criteria

**4.1.1 Residence:** To be eligible for ALG the first condition is that a student must be ordinarily resident in Wales on the first day of the first academic year of his/her course. The second condition is that the student must have been ordinarily resident, for the three years immediately prior to that date, in either (a) the UK if the student is a UK national or (b) the EEA if the student is an EEA migrant worker, or the spouse or child of such a worker. A student who is a non-UK national may also be eligible if he/she fulfils the first condition and is able to demonstrate that he/she (or his/her spouse or parent) has been granted either refugee status, or exceptional leave to remain or settled status within the UK. [Full details are set out in Annex 1]

**4.1.2 Previous study.** He/she will not be eligible for an ALG if he/she has previously received an Assembly Learning Grant for attendance on a course at the same or higher level. For continuing eligibility a student must demonstrate advancement to a higher level of learning, i.e. demonstrate progression (See Annex 2, & paragraph 4.1.8 below for exceptions).

**4.1.3 Aged 18 or over for a post compulsory education course:** A student applying for ALG support must be aged 18 or over at the start of the academic year for the course. NOTE - this does not apply to students undertaking a higher education course.

**4.1.4 Attendance on a Designated course:** See paragraph 4.2 below.

**4.1.5 Attending more than one course:** Where a student undertakes two (or more) courses at the same time he/she can only be eligible for one ALG in any one year (see 4.2 below)

**4.1.6 Documentation Requirements:** Students must provide such information as the Welsh Assembly Government requests.

**4.1.7 Transfer of Eligibility:** A student may transfer his/her eligibility for ALG from one designated course (“the original course”) to another (“the new course”), either at the same or an alternative institution.

**4.1.7.1** Where the new course is at an equivalent level to, or higher level than the original course, the student will remain eligible for an ALG for the remainder of the academic year.

**4.1.7.2** Where the new course is at a lower level than the original course, and the change of course occurs within the first 20 weeks of the start of the original course, the student will remain eligible for an ALG for the remainder of the academic year, unless he/she has previously received ALG for attending a course of study at that lower level.

**4.1.7.3** Where the new course is at a lower level than the original course and the change of course occurs **after the first 20 weeks** of the start of the original course, the student shall not again be eligible for ALG until such time as he/she can demonstrate progression from the first year of his/her original course.

#### **4.1.8 Repeat Study**

**4.1.8.1** Eligibility to receive ALG support for a repeat period of study can be considered based upon extenuating circumstances surrounding a student’s unsuccessful completion of the academic year and the LEA’s discretion. In each case the student must supply documentary evidence from all appropriate sources, wherever possible, upon the request of the LEA. It is accepted that some individuals (for example those with disabilities or learning difficulties) may have made significant progress but may not have progressed in purely academic terms (e.g. to ‘level 2’). In such circumstances LEAs, in consultation with FHEIs/OLCs, will exercise discretion to determine whether there is progression on the merits of each case.

**4.1.8.2** Apart from those students who may receive a full award due to extenuating circumstances, students who have left a course (not transferred) and wish to repeat in the following years (and are otherwise eligible), shall be entitled to a part award commensurate with that percentage of the whole award not taken up in the original year i.e. that percentage remaining that they would have received had they not left the course. For example a student awarded a full £1,500 in 2003/04 and left during the second term (with a recalculated entitlement of £797) will have received 53% of the full year award. Assuming no change in circumstances, the student will be entitled to the remaining 47% of whatever rate applies in a subsequent year. Note however that no payment shall be paid until the student has reached the equivalent point in the academic year at which he/she withdrew from the course.

**4.1.9 Unfit to receive support:** Applicants may be deemed by the LEA as unfit to receive support, e.g. in circumstances where a student has previously submitted a fraudulent application for any form of student funding.

**4.1.10 Other Bursaries/Financial assistance:**

**4.1.10.1** Should a student be a learner on a new deal programme, in receipt of a NHS bursary, a Coleg Harlech bursary (or an equivalent long course bursary provided by the Residential Colleges Committee or Scottish Further Education Funding Council), or funded separately through the National Council-ELWa on a Work Based Learning programme (e.g. National trainees and certain modern apprenticeships) or receiving significant other centrally provided support (e.g. to pursue a HE Diploma in Operating Department Practice (ODP) he/she shall be ineligible for an ALG award. NOTE: this list is not exhaustive and there may be other schemes where students are receiving “significant support” - this does not encompass earnings from employment where it is an integral component of the course (i.e. placement). It is important to distinguish between those receiving a ‘training incentive’ (see paragraph 4.1.10.2 below) which does not count as “significant support” and those receiving general support for course related costs which would. IF IN DOUBT LEAs SHOULD SEEK ADVICE.

An exception to the above is that those students who received support in 2002/03 and in 2003/04 to pursue a programme of Work Based Learning (WBL) or Dip OPD and continue to meet all other eligibility criteria shall remain eligible for an ALG until the course is complete.

**4.1.10.2** If a student is in receipt of an incentive payment (for example, Secondary Undergraduate Placement Grant, a Welsh Medium Incentive Supplement or the Social Work bursary) these should be

disregarded for ALG eligibility purposes as these schemes are intended as incentives and not for student support.

## **4.2 Eligibility for an Award by Course**

**4.2.1** A course will be eligible as long as it does not attract student support funding specified in paragraph 4.1.10 as long as either of the following applies:

➤ **For Higher Education**

It is a course at undergraduate level specified in Schedule 3 of The Student Support Regulations, provided by an institution referred to in regulation 5(1)(d) (as clarified by regulation 3(a) - (c) of those regulations), which requires regular attendance at an Institution, either full-time or undertaken on a part time basis (including HNC) involving a minimum of 30 credits in each academic year.

**Note:** Students undertaking e-learning/business enterprise courses starting September 2004 onwards are eligible, depending of course on personal eligibility, to apply for ALG support. However, even if the course is deemed to be full time by the HEI it can only attract part time ALG support.

➤ **For Post Compulsory Education**

It is a course (or the constituent components of a programme of study) supported through National Council-ELWa (or the Learning and Skills Council or equivalent) which requires regular attendance at a FEI or OLC (as defined at paragraph 3.10) and involves at least 275 taught hours in each academic year (including free- standing foundation courses).

**4.2.2** Where a full time HE course involves necessary periods of work experience or study (as defined in the interpretation of The Student Support Regulations that is undertaken at an alternative location/institution (even if the location/institution is outside the UK), that course shall be eligible to receive support provided it otherwise complies with the provisions of paragraph 4.2.1. (NB for the purposes of this document 18 weeks shall equate to 90 credits)

**4.2.3** Where a student successfully completes his/her course within the prescribed term dates, as confirmed by the FHEI or OLC, the annual amount of ALG awarded to the student shall not be re-calculated in line with their actual attendance but shall be paid in full.

## 5. Calculation of Award

**5.1 HE students who started in the 2003/04 academic year or before & FE students:** Where a student is continuing on an eligible course and falls into one of the above categories then a calculation of award should be made on the following basis:

Further Education	Higher Education	Assessable household income			
		Between £0 - £5,350	Between £5,351 - £10,700	Between £10,701 - £16,065	£16,066 over
Cumulative contact hours in the academic year 2004/05					
275 - 499	Part-time	£750	£450	£300	Nil
500 or more	Full-time	£1,500	£750	£450	Nil

**5.2 HE students who started in 2004/05 or 2005/06:** Where a student qualifies for a HE Grant the principle remains whereby no student should be worse off than if he/she had qualified for an ALG. Where a HE student qualifies for the full HE Grant of £1,000 but would have qualified for the full ALG award (£1,500), then a calculation of award can be made as follows:

Income Band	ALG	HE Grant
0 - 5,350	£500	£1,000
5,351 to £21,565	Nil	£50 - £1,000

**5.3** Where a student does not qualify for the new HE Grant due to previous study rules, and that student has **not** previously received an ALG award for a course or programme of study at the same or higher level, then the ALG award can be calculated as at 5.1.

**NOTE:** The arrangements for part-time HE students remain unaffected by the introduction of and subsequent changes to the statutory part-time support package.

## 6. Financial Assessment for Academic Year 2005/06

### 6.1 Parental Liability to Assessment

**Students who started their course or programme of study in the 2003/04 academic year or before**

**6.1.1** The level of ALG to which a student is entitled will depend on his or her parental residual household income, except to the extent that paragraphs 6.2 and 6.3 below apply. Residual household income is gross (i.e., taxable) income less allowable deductions.

**Note: renewal applications are self-assessed.**

**6.1.2** Where a student's parents live together, parental residual income will be calculated taking into account the residual income of both parents. Where a student's parents live apart, parental residual income will be calculated taking into account the residual income of only that parent (i) who was most recently or is currently, eligible to receive child benefit on behalf of that student, or (ii) (if eligibility to child benefit cannot be proven) with whom that student most recently resided.

**6.1.3** Subject to sub-paragraph 6.1.2 above, gross income will be calculated in accordance with Paragraph 3 of Schedule 5 to The Student Support Regulations. Allowable deductions will be calculated in accordance with paragraph 5, sub-paragraphs (1)(a)(b)(c), (2) (a) (b) of that Schedule.

**6.1.4** Paragraph 1 of that Schedule, which contains definitions of "financial year", "household income", "partner" and "residual income", as well as other information relevant to the construction of paragraphs 3 and 5 of that Schedule, applies to the above sub-paragraphs.

**Students who started their course or programme of study in the 2004/05 or 2005/06 academic year**

**6.1.5** The level to which a student starting the 1<sup>st</sup> year of their course in the 2004/05 or 2005/06 academic year will depend on his/her assessable income and/or that of his/her parents', co-habiting partner, civil partner or spouse of the natural parent, the husband, wife, partner, or civil partner depending on status i.e. whether independent or dependent.

**6.2 Partner Liability to Assessment**

Where the exceptions listed in Paragraph 2 of Schedule 5 of The Student Support Regulations apply and the student is living with a partner, the level of ALG will depend on his/her partner's residual income, (ascertained in accordance with the calculation of spouse's residual income used in paragraph 6 of that Schedule).

### **6.3 Student's Liability to Assessment**

**6.3.1** Where the parent's, co-habiting partner, civil partner or spouse of the natural parent's residual income, or the partner's or civil partner's residual income (as the case may be) does not exceed £16,065 the student's income will also be assessed to determine the level of ALG to which the student is entitled.

**6.3.2** The higher of the two income figures will be used for assessment purposes.

**6.3.3** Where a student's income is to be calculated, the calculation will be made in accordance with Paragraph 4 of Schedule 5 of The Student Support Regulations but where the student's course is full time, any part of the student's income which is earned income shall be excluded from that calculation.

**6.3.4** "Full time" in subparagraph 6.3.3 means:

(a) in the case of higher education, a course specifically designated as full time by the institution concerned (120+ credits per academic year), and

(b) in the case of Post Compulsory education, a course involving 500 or more taught hours during the academic year.

### **6.4 Revised Liability to Assessment**

This paragraph applies where the LEA is satisfied that the residual income of the parent, co-habiting partner, civil partner or spouse of the natural parent, the student's husband, wife, partner, civil partner or the income of the student (as the case may be) in the current financial year is likely to fall unless the reason for the expected fall arises from short-term fluctuations such as the amount of overtime working available.

**6.4.1** Where the student was previously outside the financial criteria of the scheme, but the expected fall in income would bring the student within those criteria, the LEA must reassess the student's level of grant for the current academic year, by recalculating that income for the current financial year.

**6.4.2** Similarly the LEA must reassess a student's entitlement where the expected fall in income would mean the student would qualify for a higher band of award.

## **7. Conditions and Payment of Award**

**7.1 Documentary evidence:** Where appropriate, it may be necessary for students, parents, the co-habiting partner, civil partner or spouse of the natural parent, husband, wife, partners or civil partners should supply relevant documentary evidence whenever they are required to do so and LEAs should record that this has been supplied. Where this information is not provided, or where the LEA believes information is being withheld or false information is being supplied that may be relevant to the student's application, LEAs may suspend or withdraw support and may take further action based on legal advice.

**Please note that renewal applications are self-assessed. LEAs must check a 10% sample of these applications.**

**7.2 Provisional awards:** If the required documentation is not available at the time of application an LEA may (at its discretion) approve a provisional award until such time as that documentation becomes available. In order to reduce the likelihood of overpayment, a provisional award may also allow an LEA the discretion to withhold all or part of the final term payment until the necessary documentation is provided.

**7.3 Re-evaluation of award:** LEAs may, at their discretion, reassess an ALG award if they judge changes in circumstances warrant it. (see also paragraph 6.4)

**7.4 Absences/conduct/work:** The making of ALG payments depends on satisfactory attendance/progress/conduct at the course. Where an LEA has been notified by the relevant institution that a student has been suspended, expelled, has withdrawn from the course, or that the student's attendance/progress/conduct is unsatisfactory, the LEA should withhold, stop, or if appropriate demand refunds of, ALG payments to that student.

**7.5 Payment/receipt of award:**

**7.5.1** As awards are closely linked to attendance they will normally be made in instalments on a termly basis (each term is regarded as covering any intervening study periods before the following term). Wherever possible the first term instalment shall represent 40% of the total grant entitlement with 30% being paid for each of the other two terms. Cheques will normally be sent to FHEIs or OLCs for collection by students. Each student must sign to confirm receipt of his/her cheque. **In exceptional circumstances only LEAs may send cheques to the student's home address.**

**7.5.2** FHEIs/OLCs should satisfy themselves as to identity and enrolment status of the student before releasing that student's ALG cheque to him/her. Completed signatory lists must be returned by FHEIs/OLCs to LEAs without delay. Wherever practicable, the LEA is to obtain the agreement of FHEIs/OLCs to carry out these actions and the other actions asked of FHEIs in the Protocol at Annex 4 of this Scheme.



Where an FEI, HEI or OLC does not agree to do so the LEA must make alternative arrangements necessary to ensure that the terms of the scheme are complied with.

**7.5.3** Students are required to sign a declaration on the ALG application form undertaking to refund on demand any overpayment made. This must include overpayments due to miscalculation, re-evaluation of eligibility, and to the withholding of ALG where an LEA has been notified of any of the matters referred to in paragraph 7.4.

**7.6 Overpayments:** When an overpayment of an ALG award occurs (for any reason) LEAs must either seek recovery from the student or deduct overpayment from any subsequent payment(s). LEAs are expected to withhold payment and demand refunds for periods of unsatisfactory attendance.

**7.6.1 Overpayment Calculation:**

$$\frac{\text{Actual Attendance}}{\text{Possible Attendance}} \times \text{ALG} = \text{Pro-Rata Entitlement}$$

**7.6.2 Actual Attendance:** 1<sup>st</sup> date of attendance to last date of attendance on course including holiday periods (but not including the summer vacation) as notified by the institution. The student shall not be considered to be absent from his/her course if the LEA is satisfied that he/she was unable to attend due to illness and his/her absence did not exceed 60 days.

**7.6.3 Possible Attendance:** 1<sup>st</sup> required date of attendance to last required date of attendance on course including holiday periods (but not including summer vacation) as notified by the institution.

**7.7 Appeals Process for ALG Scheme:** In relation to the administration of the ALG scheme the following procedures for appeals are to be introduced but only if alternative similar procedures do not already exist;

**7.7.1 First Tier:** Grievances by individuals about the administration of the ALG scheme by the LEA should be taken up in the first instance with the awarding LEA, in writing. If the student is still unhappy with the result, he/she will be allowed to refer his/her grievance further to a second tier.

**7.7.2 Second Tier:** This will comprise a panel, constituted by the LEA, established to advise on grievance. The panel will consist of at least three individuals who are impartial. Wherever appropriate, and it is possible to do so, this panel will include a named staff representative from the FHEI/OLC or, failing that, the panel should obtain a signed written statement from the FHEI/OLC.

**7.7.3 Third Tier:** Should the student feel the decision of the appeals panel is unsatisfactory or unfair in any way then he/she shall be advised of the circumstances in which they may refer matters to the Local Government Ombudsman.

**7.7.4 Fourth Tier:** Ultimately it is the domain of the Law Courts to determine any legal issues that continue to remain unsatisfactorily resolved for either party.

**7.8 ALG Policy issues:** Grievances or complaints by individuals, LEAs, HEIs, FEIs or OLCs in relation to the ALG policy (but not its implementation) should be made directly to the Welsh Assembly Government which has its own procedure for dealing with complaints.

**Data Protection Act:** Students will be informed that the information given on the application form is stored on a computer system by the LEA for the purposes of assessment and payment of the grant. They will also be informed that the information given might be used in the prevention and detection of fraud and may be passed on to other organisations that handle public funds. The treatment of all data held about individual students will be consistent with the requirements of the Data Protection Act 1998.

## **8. Evaluation**

**8.1** LEAs, with the co-operation with FHEIs/OLCs, shall endeavour to secure/supply the Welsh Assembly Government with such information it requests in order for it to measure the impact that the scheme is having in relation to the stated aims and objectives.

**8.2** An LEA in receipt of grant shall, without charge, permit any officer or officers of the National Assembly for Wales at any reasonable time to visit its premises and/to inspect any of its activities and (or) to examine and take copies of the grantee's books of account and such other documents or records as in such officers' view may relate in any way to the use of grant by the grantee. This condition is without prejudice and subject to any other statutory rights and powers exercisable by the National Assembly for Wales or any officer, servant or agent thereof. A right of access for the Auditor General for Wales is also reserved. Under the Government of Wales Act 1998 the Auditor General for Wales has the right to examine for economy, efficiency and effectiveness those activities for which grant is expressly provided.

## **9. Specific Grant**

### **9.1 Payment Mechanism**

The Assembly will make payments to individual authorities by specific grant at the rate of 100%.

### **9.2 Frequency**

The grant shall be paid in 3 instalments (40% /30%/30%) and based on total expenditure estimated on form NAW1 (adjusted in year in the light of any subsequent revisions) on application and in accordance with the Education (Assembly Learning Grant Scheme)(Wales) Regulations 2002.

### **9.3 Administration/publicity**

When submitting applications for approved expenditure, LEAs will be invited to identify separately an additional annual sum for administering and publicising the scheme. This sum shall be based on the numbers of ALG recipients supported in 2003/04 and paid as set out in the table below. Again this element shall be paid in 3 instalments (as per paragraph 9.2 above).

ALG Student Numbers	Band	Amount to LEA
Up to 850	A	£22.5k
851 - 1200	B	£28k
1201 - 2000	C	£35k
2001 plus	D	£68k

### **9.4 Application for Approved Expenditure**

Applications shall relate to the whole of the usual academic year (i.e. a period of 12 months from 1 September) and revised during the course of the year. Applications will be submitted on forms NAW 1 and NAW 1(revised) - see proformas and notes on pages 17-21.

### **9.5 Certificate of Payments**

These relate to the financial year and shall be submitted on forms NAW 8 (PRE AUDIT COPY) and NAW 8 (AUDIT) - see attached proformas and notes on pages 22-26.

## NATIONAL ASSEMBLY FOR WALES

This form should be completed and signed and returned not later than [30 April and 29 August] to the **NATIONAL ASSEMBLY FOR WALES**

### ESTIMATE OF EXPENDITURE ON ALG IN THE ACADEMIC YEAR 2005/2006

LOCAL EDUCATION AUTHORITY

#### 1. ACADEMIC YEAR 2005/2006

(Information should relate to the whole of the academic year)

ALG awards	Number of Students 2005/2006	Expenditure 2005/2006
1	2	3
FE( 275-499 contact hours)		
FE(500+ contact hours)		
HE(P/T)		
HE(F/T)		
	Total number of Students	Total expenditure

#### 2. ( To be completed by the Authority)

Enquiries about the information provided in this return should be addressed to:-

Mr/Mrs/Miss.....

Telephone No.....EXT.....

Fax No.....

Email address.....

**AUTHORITY'S STAMP**

Signed.....  
(Authorised Officer)

Name.....  
In BLOCK LETTERS)

Date.....

(REVISED)

**NATIONAL ASSEMBLY FOR WALES**

This form should be completed and signed and returned not later than [31 March] to the **NATIONAL ASSEMBLY FOR WALES**

**ESTIMATE OF EXPENDITURE ON ALG IN THE ACADEMIC YEAR 2005/2006**

LOCAL EDUCATION AUTHORITY

**1. ACADEMIC YEAR 2005/2006**

(Information should relate to the whole of the academic year)

ALG awards	Number of Students 2005/2006	Expenditure 2005/2006
1	2	3
FE(275-499 contact hours)		
FE(500+ contact hours)		
HE(P/T)		
HE(F/T)		
	Total number of Students	Total expenditure

2. ( To be completed by the Authority)

Enquiries about the information provided in this return should be addressed to:-

Mr/Mrs/Miss.....

Telephone No.....EXT.....

Fax No.....

Email address.....

AUTHORITY'S STAMP

Signed.....  
(Authorised Officer)

Name.....  
In BLOCK LETTERS)

Date.....



## NAW 1 and NAW 1 (REVISED) Notes

For the academic year starting on 1<sup>st</sup> September 2005 NAW 1 should be completed with your ESTIMATED number of students and expenditure for the forthcoming AY by 30 April 2005. NAW 1(Revised) should be sent by 31 March (or at alternative dates specified by the National Assembly). By then 2 payments should have been made so estimates should be fairly accurate.

In any financial year therefore LEAs should receive two thirds of NAW 1 (latest revision) for that academic year plus one third of NAW 1 for the previous financial year PLUS any adjustments as per NAW 8.

The National Assembly will pay an additional annual sum for administering and publicising the scheme. This sum shall be based on the numbers of ALG recipients supported in 2003/04.

ALG Student Numbers	Band	Amount to LEA
Up to 850	A	£22.5k
851 - 1200	B	£28k
1201 - 2000	C	£35k
2001 plus	D	£68k

**NATIONAL ASSEMBLY FOR WALES**

**CERTIFICATE OF PAYMENTS OF ASSEMBLY LEARNING GRANT IN THE F/Y 2005-2006**

LEA NAME

1. I certify that in the financial year 2005-2006

a.

<b>(a)</b> Payments of ALG's in accordance with the relevant regulations amounted to:	£
i. FE/P/T	
ii. FE/FT	
iii. HE/PT	
iv. HE/FT	

b.

<b>(b)</b> Overpayments made before 1/4/06	£

c.

<b>(c)</b> Overpayments made before 1/4/05	£

d.

<b>(d)</b> Total specific grant due [a.+b-c]	£

2. I also certify that the LEA's administrative systems, procedures and controls for making Assembly Learning Grants operate effectively and conform with current accounting standards.

Signature \_\_\_\_\_ Name (block capitals) \_\_\_\_\_  
Chief Finance Officer

Date \_\_\_\_\_

.....  
.....

Enquiries about the information provided in this return should be addressed to:-

Mr/Mrs/Miss.....

Telephone No.....EXT.....

Fax No.....

Email address.....

AUTHORITY'S STAMP

Signed.....  
(Authorised Officer)

Name.....  
In BLOCK LETTERS)

Date.....

NATIONAL ASSEMBLY FOR WALES

CERTIFICATE OF PAYMENTS OF ASSEMBLY LEARNING GRANT IN THE F/Y 2005-2006

LEA NAME

1. I certify that in the financial year 2005-2006

a.

<b>(a)</b> Payments of ALG's in accordance with the relevant regulations amounted to:	£
i. FE/P/T	
ii. FE/FT	
iii. HE/PT	
iv. HE/FT	

b.

<b>(b)</b> Overpayments made before 1/4/06	£

c.

<b>(c)</b> Overpayments made before 1/4/05	£

d.

<b>(d)</b> Total specific grant due [a.+b-c]	£

2. I also certify that the LEA's administrative systems, procedures and controls for making Assembly Learning Grants operate effectively and conform with current accounting standards.

Signature \_\_\_\_\_ Name (block capitals) \_\_\_\_\_  
Chief Finance Officer

Date \_\_\_\_\_

.....  
.....

### Certificate of auditor appointed by the Audit Commission

The Statement of Responsibilities of grant-paying bodies, authorities, the Audit Commission and appointed auditors in relation to grant claims and returns, issued by the Audit Commission, sets out the respective responsibilities of these parties, and the limitations of our responsibilities as appointed auditors. I/We have:

- examined the entries in this form (which replaces or amends the original submitted to me/us by the authority dated \_\_\_\_\_)\* and the related accounts and records of the authority in accordance with Certification Instruction A1 prepared by the Audit Commission for its appointed auditors; and
- carried out the tests specified in Certification Instruction **EDU08 W** prepared by the Audit Commission for its appointed auditors, and I/we have obtained such evidence and explanations as I/we consider necessary.

(Except for the matters raised in the attached qualification letter dated \_\_\_\_\_)\* I/we have concluded that the entries are

- fairly stated; and
- in accordance with the relevant terms and conditions.

Signature \_\_\_\_\_ Name (block capitals)  
\_\_\_\_\_

Date \_\_\_\_\_

*\*Delete as necessary*

## NAW 8 NOTES

- 1) NAW 8 IS THE EQUIVALENT OF THE UG8 AND IS CERTIFICATION OF HOW MUCH HAS BEEN PAID OUT TO STUDENTS BY A LEA IN THE NAMED FINANCIAL YEAR. IT IS NEEDED SO THAT THE NAW CAN MAKE ADJUSTMENTS TO ANY AMOUNTS PAID IN ADVANCE BASED ON ESTIMATES.
- 2) BOTH PRE AUDIT AND AUDIT FORMS SHOULD BE COMPLETED AT THE SAME TIME AND CERTIFIED BY THE SAME PERSON WHO CERTIFIES YOUR UG8.
- 3) THE PRE AUDIT SHOULD BE SENT TO THE NAW AND AUDIT COPY TO THE APPOINTED AUDITOR BOTH BY 30 SEPTEMBER to ADDRESSES SPECIFIED BY NAW.
- 4) THE APPOINTED AUDITOR WILL CHECK FIGURES AND SEND CERTIFIED COPY TO NAW BY 31 DECEMBER.
- 5) BOX b ON THE FORM IS THE TOTAL AMOUNT OF SUNDRY DEBTOR INVOICES ISSUED FOR THE PERIOD. BOXES a (i) (ii) (iii) (iv) SHOULD THEREFORE BE THE TOTAL AMOUNT ISSUED TO STUDENTS **AFTER** ANY OVERPAYMENTS ARE IDENTIFIED AND DEDUCTED. THE NAW WILL THEN ASSESS THE PAYMENT TO LEA AS THE NET AMOUNT WHICH SHOULD HAVE BEEN PAID OUT **PLUS** SUNDRY DEBTOR INVOICES ISSUED. BY THE END OF THE FOLLOWING FINANCIAL YEAR ALL SUNDRY DEBTOR INVOICES SHOULD HAVE BEEN PAID SO NAW WILL TAKE THE AMOUNT BACK OFF (BOX c). BOX c SHOULD THEREFORE ALWAYS EQUAL BOX b OF THE PREVIOUS YEAR.

### EXAMPLE

2001/2002 FINANCIAL YEAR

AMOUNT WHICH SHOULD HAVE BEEN PAID	£235,000
SUNDRY DEBTOR INVOICES ISSUED	£ 15,000

NAW WILL THEREFORE PAY £250,000  
LEA PAID OUT AMOUNT OF £250,000 (BUT IS WAITING FOR £15,000 SD  
INCOME FROM STUDENTS)

THEREFORE THROUGHOUT 2002/2003	
INCOME FROM SD INVOICES for 01/02	£15,000
DEDUCTED FROM NAW GRANT FOR 02/03	- £15.000

## ANNEX 1

### Eligible Students

1. A person who on the first day of the first academic year of the course-
  - (a) is settled in the United Kingdom within the meaning of the Immigration Act 1971, and
  - (b) meets the residence conditions referred to in paragraph 7.

2. A person who is a refugee, ordinarily resident in the United Kingdom and Islands who has not ceased to be so resident since he/she was recognised as a refugee, or who is the spouse, child or step-child of such a refugee, in each case who meets the residence conditions in paragraph 7(a).

3. A person who -

- (a) (i) has been informed by a person acting under the authority of the Secretary of State for the Home Department that, although he/she is considered not to qualify for recognition as a refugee, it is thought right to allow him/her to enter or remain in the United Kingdom, or

- (ii) before the 1<sup>st</sup> July 1993 applied to the Secretary of State for the Home Department for recognition as a refugee and who has been informed by a person acting under the authority of the Secretary of State for the Home Department that it is thought right to allow him/her to enter or remain in the United Kingdom,

- (b) has been granted leave to enter or to remain accordingly, and

- (c) has been ordinarily resident in the United Kingdom and Islands throughout the period since he/she was granted leave to enter or remain

or who is the spouse, child or step-child of such a person, where the person, or as the case may be the spouse, child or step-child meets the residence conditions referred to in paragraph 7.

4. A person who is an EEA migrant worker who -

- (a) is entitled to support by virtue of Article 7(2) or (3) of Council Regulation (EEC) No. 1612/68 on freedom of movement of workers within the Community, as extended by the EEA Agreement or, where he/she is a national of the United Kingdom, by virtue of an enforceable Community right to be treated no less favourably than a

national of another member State in relation to matters which are the subject of Article 7(2) and (3); and

(b) meets the residence conditions referred to in paragraph 7.

5. A person who is the spouse of an EEA migrant worker and who -

(a) is installed in the United Kingdom with his/her spouse, and

(b) meets the residence conditions referred to in paragraph 7.

6. (1) a person who is the child of an EEA migrant worker and who -

(a) is entitled to support by virtue of Article 12 of the above mentioned Council Regulation, or, where his/her migrant worker parent is a national of the United Kingdom, by virtue of an enforceable Community right to be treated no less favourably than the child of a national of another member State in relation to matters which are the subject of Article 12 and,

(b) meets the residence conditions referred to in paragraph 7.

(2) For the purposes of this paragraph “parent” includes guardian, any other person having parental responsibility for a child and any person having care of a child, and “child” shall be construed accordingly.

7. The residence conditions referred to above are that -

(a) the person is ordinarily resident in Wales on the first day of the first academic year for his/her course;

(b) the person has been ordinarily resident throughout the three year period preceding the first day of the first academic year of the course, in the case of a person mentioned in paragraphs 1 or 3, in the United Kingdom and Islands, or, in the case of a person mentioned in paragraphs 4,5 or,6 , in the European Economic Area;

(c) his/her residence in Wales on the day specified in sub-paragraph (a) is not wholly or mainly for the purpose of receiving full time or part time education

(d) his/her residence in the United Kingdom and Islands or in the European Economic Area, as the case may be, has not during any part of the period referred to in sub-paragraph (b) been wholly or mainly for the purpose of receiving full time or part time education.



## ANNEX 2

### Progression

#### Example 1

Yr 1    2GCSEs +    1 A LEVEL    =    ALG  
          1<sup>ST</sup> YR            1<sup>ST</sup> YR

YR2    2GCSEs +    1 A LEVEL    =    PROGRESSION  
(a)    2<sup>ND</sup> YR            2<sup>ND</sup> YR

YR2    2GCSEs +    1 A LEVEL    =    PROGRESSION  
(b)    1<sup>ST</sup> YR RESIT        2<sup>ND</sup> YR

YR2    NO GCSEs    +    1 A LEVEL    =    PROGRESSION  
(c)    WITHDRAWN        2<sup>ND</sup> YR

YR2    2GCSEs    +    1 A LEVEL    =    NO PROGRESSION  
(d)    2<sup>ND</sup> YR            1<sup>ST</sup> YR RESIT

YR2    2GCSEs    +    1 A LEVEL    =    NO PROGRESSION  
(e)    1<sup>ST</sup> YR RESIT        1<sup>ST</sup> YR RESIT

YR2    2GCSEs +    NO A LEVEL = NO PROGRESSION  
(f)    1<sup>ST</sup> YR RESIT        WITHDRAWN

YR2    NO GCSEs    +    1 A LEVEL    =    NO PROGRESSION  
(g)    WITHDRAWN        1<sup>ST</sup> YR RESIT

YR3    2GCSEs +    1 A LEVEL    =    PROGRESSION from YR2 (e)  
(a)    2<sup>ND</sup> YR            2<sup>ND</sup> YR

YR3    2GCSEs +    NO A LEVEL = PROGRESSION from YR2 (f)  
b)    2<sup>ND</sup> YR            WITHDRAWN

YR3    NO GCSEs    +    1 A LEVEL    =    PROGRESSION from YR2 (g)  
(c)    WITHDRAWN        2<sup>ND</sup> YR

YR3    2GCSEs    +    NO A LEVEL    =    NO PROGRESSION from YR2 (b)  
(d)    2<sup>ND</sup> YR            COMPLETED

YR3    2GCSEs    +    1 A LEVEL    =    PROGRESSION from YR2 (d)  
(e)    COMPLETED        2<sup>ND</sup> YR

## **ANNEX 3**

### **PART 1: PARTNERSHIP PROTOCOL- (LEAs/FHEIs Wales)**

#### **1 Introduction**

This Protocol defines the partnership arrangements between individual LEAs and FHEIs in the administration of the ALG Scheme. It seeks to identify who is responsible for what and, where appropriate, agreed time-scales. Its overall aim is to ensure the provision of an efficient and effective high quality service to current and future student beneficiaries during the first year of the operation of the ALG Scheme.

#### **2 Distribution**

The LEAs will be responsible for inserting the appropriate return address details on to the ALG application forms. The LEAs will then distribute the forms, together with guidance notes, to the FHEIs in bulk. Thereafter, both the LEAs and FHEIs will be responsible for the distribution of information and ALG Application Forms to students.

#### **3 Advice**

The LEAs at the request of FHEIs, will attend at the latter at agreed times to provide advice to potential ALG applicants on eligibility and assessment criteria.

#### **4 Guidance**

Both parties will be responsible for providing guidance on the range of financial support measures available to the applicant and how to complete the ALG Application Forms accurately.

#### **5 College Verification**

FHEIs will be responsible for confirming on the ALG Application Form, that the student has applied for an eligible course/programme of study. FHEIs will be responsible for verifying the number of taught hours which make up that programme and HEIs will be responsible for verifying whether the course/programme of study is designated as full time or part time.

#### **6 LEA Enquiries**

FHEIs will aim to respond within 10 working days to specific queries raised by the LEAs in respect of a particular student, such a response to be confirmed in writing via electronic mail wherever possible.

#### **7 Student Enquiries**

FHEIs will assist students in resolving queries with the LEAs relating to their applications. The LEAs will aim to respond within

10 working days to such queries, such responses to be confirmed in writing, via electronic mail, wherever possible.

**8 Financial Assessment**

Upon receipt of all of the relevant information, the LEAs will be responsible for the financial assessment of the ALG Application based on the eligibility and assessment criteria defined in Sections 4 & 6 of the Scheme. LEAs will aim to process applications as soon as possible and no later than 20 working days after the receipt of the correctly completed forms.

**9 Notification of Entitlement**

The relevant LEA will notify in writing each student of his/her eligibility, or otherwise, for an ALG, such notification to be despatched to the student's home address as soon as possible and no longer than 20 working days after determining his/her entitlement.

Where possible the notification letter should notify successful applicants of the conditions attached to receiving their ALG instalments.

**10 Drawing of Cheques**

The LEAs will be responsible for drawing cheques for ALG payment due to each student and for the safe despatch of the cheques to FHEIs. LEAs will do this, and dispatch individual student signature sheets, at the appropriate times having regard to the student's academic year. **Exceptionally a LEA may send an individual's cheque to his/her home address, but where they do so they will notify the FHEI concerned.**

**11 Safe Storage of Cheques**

FHEIs will be responsible for the safe storage of ALG cheques sent to them by the LEAs.

**12 Distribution of Cheques**

FHEIs will be responsible for scrutiny of proof of identity and confirmation of enrolled status of each student and then for the issuing of ALG cheques to that student upon request. FHEIs will arrange for the student to sign a signature sheet confirming receipt of the cheque and will return the sheet to the LEA.

In the event of a lead University being sent cheques for its students studying at another institution under a partnership agreement the lead University may forward those cheques to the partner/subsidiary institution without informing the LEA. The lead University must however return a copy of the schedule for the student stating the reason for the cheque being forwarded. The original schedule should be forwarded along with the cheque and

subsequently returned to the LEA by the partner/subsidiary institution.

**13 Attendance Monitoring**

FHEIs will be required annually to provide LEAs with confirmation of satisfactory attendance and the intention to proceed to the next year of study. In cases of unsatisfactory attendance, an explanation of the cause and any proposed action by the FHEI will also be required.

**14 Withdrawal, Suspension & Expulsion**

FHEIs will be responsible for notifying LEAs by e-mail of the withdrawal, suspension or expulsion of any students in receipt of an ALG. This will be reported as soon as possible and will include details of the student's actual, compared to the notional attendance and specifically the last date of attendance.

**15 Uncollected Cheques**

Uncollected cheques together with signature sheets will be returned to LEAs within 20 working days of their receipt by the FHEIs, together with an explanation for non-collection.

**16 Allegations of Fraud**

LEAs will be responsible for the speedy investigation of any allegations relating to fraud by student applicants/beneficiaries.

**17 Fraud Investigation**

FHEIs will assist the LEAs in any investigation of alleged fraud, by providing accurate and timely information to them, subject to the provisions of the Human Rights Act 1998 and the Data Protection Act 1998.

**18 Recovery of Monies**

In the event of an overpayment of an ALG for any reason, it will be the responsibility of the LEA to recover such monies, either in part or in full from the beneficiary.

**19 Audit**

The LEAs will be responsible for the cost of auditing those elements of the administration of the ALG scheme for which it is responsible as outlined in this Partnership Protocol.

**20 Appeals**

The LEAs will be responsible for Stage 1 of the Appeals process relating to student ALG applications. In the event of a Stage 2 Appeal, a representative of an FHEI to which the student has applied will sit on the Appeals Panel together with LEA and independent representatives.

- 21 Monitoring & Evaluation**  
All LEAs and FHEIs will be responsible for the monitoring and evaluation of their performance of their respective of their responsibilities for the administration of the ALG Scheme as outlined in this Partnership Protocol.
- 22 Review Meetings (Wales)**  
At least once per term, representatives of the individual LEA, FEI(s) will meet the FEI(s) and HEI(s) in its area to discuss the performance of the ALG Scheme, the minutes of such meetings to be provided to the ALG Advisory Group to facilitate a sector wide review and evaluation of the administration of the Scheme at the end of its first year of operation with a view to effecting improvements/changes in succeeding years.
- 23 Liaison Officers**  
The LEAs and FHEIs will each identify a senior member of their respective staff to act as Liaison Officers who will provide the first point of contact for the resolution of queries or disputes on the operation of the ALG Scheme. The list of Liaison Officers will be published in Part 2 of this Partnership Protocol and will be updated annually or sooner, as appropriate.
- 24 Use of Electronic Mail**  
In order to avoid unnecessary delays, both the LEAs and FHEIs agree to use wherever possible, electronic mail as the most efficient medium of written communication between each other.
- 25 Calendar of Events**  
Each year, the LEAs and FHEIs will publish a Calendar of Events, outlining key dates and actions to be taken by the parties to this Partnership Protocol.
- 26 Conclusion**  
This Partnership Protocol is not a legally binding document, LEAs/FHEIs as authors of this Partnership Protocol agree to observe its contents for the benefit of the efficient operation of the ALG Scheme and the equitable treatment of current and future students eligible for ALG.

## ANNEX 3 - Part 2

In the event of an enquiry or dispute regarding the administration of the ALG Scheme in relation to courses in Wales the following Liaison Officers should be contacted:-

### FE Sector Contacts

Paul Denham  
Student Services Manager  
Barry College  
Colcot Road  
Barry  
Vale of Glamorgan  
CF62 8YJ

Tel: 01446 725000  
e-mail:  
[pdenham@barry.ac.uk](mailto:pdenham@barry.ac.uk)

Julie Chapman  
Assistant Principal for Life Long Learning  
Bridgend College  
Cowbridge Road  
Bridgend  
CF31 3DF

Tel: 01656 302242  
e-mail: [juliechapman@bridgend.ac.uk](mailto:juliechapman@bridgend.ac.uk)

Robert Davies  
Director of Student Services  
Coleg Sir Gâr  
Graig Campus  
Heol Sandy  
Llanelli  
SA15 4DN

Tel: 01554 748000  
e-mail:  
[robert.davies@colegsirgar.ac.uk](mailto:robert.davies@colegsirgar.ac.uk)

Sue Jones  
Head of Student Services & Learning  
Coleg Ceredigion  
Llanbadarn Campus  
Llanbadarn Fawr  
Aberystwyth  
Ceredigion  
SY23 3BP

Tel: 01970 639700  
e-mail:  
[jonesue@ceredigion.ac.uk](mailto:jonesue@ceredigion.ac.uk)

Steve Jackson  
Director of Corporate Services  
Deeside College  
Kelsterton Road  
Connah's Quay  
Deeside  
Flintshire  
CH5 4BR

Tel: 01244 831531  
e-mail:  
[S.Jackson@deeside.ac.uk](mailto:S.Jackson@deeside.ac.uk)

Joe Burns  
Student Services Manager  
Coleg Glan Hafren  
Trowbridge Road  
Cardiff  
CF3 1XZ

Tel: 029 2025 0250  
e-mail: [burns\\_j@glan-hafren.ac.uk](mailto:burns_j@glan-hafren.ac.uk)

Rob Cummings  
Learner Services Manager  
Coleg Gwent  
The Rhadyr  
Usk  
NP15 1XJ

Tel: 01495 333539  
e-mail: [cummingsr@colegwent.ac.uk](mailto:cummingsr@colegwent.ac.uk)

Lynn Goodhew  
Advice and Guidance Manager  
Coleg Llandrillo  
Llandudno Road  
Rhos-on-Sea  
Colwyn Bay  
LL28 4HZ

Tel: 01492 546666  
e-mail: [l.goodhew@llandrillo.ac.uk](mailto:l.goodhew@llandrillo.ac.uk)

Rona Lewis  
Director of Student Support Services  
Coleg Meirion-Dwyfor  
Ffordd Ty'n-y-Coed  
Dolgellau  
Gwynedd  
LL40 2SW

Tel: 01341 422827

Jim Hockinhull  
Student Services Manager  
Gorseinon College  
Belgrave Road  
Gorseinon  
Swansea  
SA4 6RD

Tel: 01792 890700  
e-mail: [admin@gorseinon.ac.uk](mailto:admin@gorseinon.ac.uk)

Sean Marini  
Finance Manager  
Coleg Harlech/WEA North  
Harlech  
Gwynedd  
LL46 2PU

Tel: 01766 780363  
e-mail:

[s.marini@fc.harlech.ac.uk](mailto:s.marini@fc.harlech.ac.uk)

Clwyd Jones  
Finance Manager  
Coleg Llysfasi  
Pentrecelyn  
Ruthin  
Denbighshire.  
LL15 2LB

Tel: 01978 790263  
e-mail: [bcjones@llysfasi.ac.uk](mailto:bcjones@llysfasi.ac.uk)

Barry Thomas  
Student Services Manager  
Coleg Menai  
Ffriddoedd Road  
Bangor  
Gwynedd  
LL57 2TP

Tel: 01248 370125  
e-mail:  
[barry.thomas@menai.ac.uk](mailto:barry.thomas@menai.ac.uk)

Ann Hill  
Admin Supervisor  
Merthyr Tydfil College  
Ynysfach  
Merthyr Tydfil  
CF48 1AR

Tel: 01685 726000  
e-mail: [a.hill@merthyr.ac.uk](mailto:a.hill@merthyr.ac.uk)

Maxine Thomas  
Learning Services Manager  
Pembrokeshire College  
Merlins Bridge  
Haverfordwest  
Pembrokeshire  
SA61 1SZ

Tel: 01437 753000 e-mail:  
[ma.thomas@pembrokeshire.ac.uk](mailto:ma.thomas@pembrokeshire.ac.uk)

Rosemary Denham  
Registrar  
Coleg Powys  
Llanidloes Road  
Newtown  
Powys  
SY16 4HU

Tel: 0845 4086202 e-mail:  
[rdenham@coleg-powys.ac.uk](mailto:rdenham@coleg-powys.ac.uk)

Ann Pitman  
Student Services  
Swansea College  
Tycoch Road  
Swansea  
SA2 9EB

Tel: 01792 284223  
e-mail:  
[a.pitman@swancoll.ac.uk](mailto:a.pitman@swancoll.ac.uk)

Sam Thomas  
Clerk to the Corporation  
Neath Port Talbot College  
Dwr y Felin Road  
Neath  
SA10 7RF

Tel: 01639 648000  
e-mail: [sam.thomas@nptc.ac.uk](mailto:sam.thomas@nptc.ac.uk)

Dave Brookes  
MIS and Student Services Manager  
Pontypridd College  
Ynys Terrace  
Rhydyfelin  
Pontypridd  
CF37 5RN

Tel: 01443 662800  
e-mail:  
[D.Brookes@Pontypridd.ac.uk](mailto:D.Brookes@Pontypridd.ac.uk)

Mark Leighfield  
Principal  
St David's Catholic College  
Ty Gwyn Road  
Penylan  
Cardiff  
CF23 5QD

Tel: 029 2049 8555  
e-mail:  
[mleighfield@stdavids.ac.uk](mailto:mleighfield@stdavids.ac.uk)

Welsh College of Horticulture  
Northop  
Mold  
Flintshire  
CH7 6AA

Tel: 01352 841000



Lynette Hurley  
Deputy General Secretary  
WEA South Wales  
7 Coopers Yard  
Curran Road  
Cardiff  
CF10 5NB

Tel: 029 2023 5277  
e-mail: [l.hurley@swales.wea.org](mailto:l.hurley@swales.wea.org)

Margaret Jones  
Further Education Manager  
YMCA  
27 Church Road  
Whitchurch  
Cardiff  
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