

Policies and Procedures



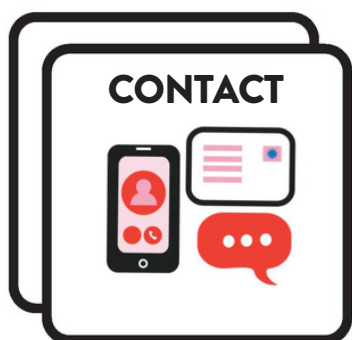
Policies and procedures are rules and guidelines that help us run Purple Patch Arts in the best way we can. They keep everyone safe and make sure everyone is treated fairly.



We want to make sure that everybody at Purple Patch Arts can access and understand our policies and procedures.



Please contact us if you have any questions, need help understanding this information, or would like to receive it in a format that suits your needs (large print, audio, Easy Read with pictures, or another language).



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Programme Bursaries Policy

1. Purpose

This procedure is designed to provide information to any interested party about how 'Programme Bursaries' are organised within Purple Patch Arts

This procedure outlines the framework through which Programme Bursaries are assessed, allocated and administrated.

2. Principles

Purple Patch Arts is committed to supporting learning-disabled adults to take part in accessible learning opportunities.

Purple Patch Arts run a range of Lifelong Learning Programmes to address this need and the majority of people access this through paying the equivalent of £10 per hour from their indicative care budget.

In some cases individuals do not have sufficient care budget to cover the cost of activity. Bursary places on Programmes exist to address the need of people in this circumstance.

Offering bursary places in an arbitrary way could undermine the sustainability of the business, which is why we have this policy in place.

3. Definition

A 'Temporary Programme Bursary' refers to individuals accessing a place on a Programme without paying whilst they undergo a review. The purpose of the review is to obtain funding to continue attending the Programme on a paid basis.

A 'Partial Programme Bursary' refers to individuals accessing a place on a Programme and only paying a proportion of the cost.

A 'Full Programme Bursary' refers to individuals accessing a place on a Programme without paying, after it has been determined that they don't have access to funds to pay for their place.

4. Length of Time

'Temporary Programme Bursaries' will usually be offered for the length of time it takes for a review to happen. (We would expect this to be 4 – 6 weeks).

'Partial Programme Bursaries' will usually be offered for a minimum of a term and a maximum of an academic year before it is reviewed. (This is dependent on an individual's circumstance and the reason for them accessing a partial bursary).

'Full Programme Bursaries' will usually be offered for an academic year or the remainder of an academic year (dependent on when the individual starts the Programme).

5. Assessment

All individuals are offered two free taster sessions on Programmes.

If an individual indicates after the two free taster sessions that they wish to sign up for the remainder of the academic year then they will be sent a 'Booking Pack'.

If an individual has asked to be considered for a 'Programme Bursary' they will be sent a 'Programme Bursary Request' form which they will be asked to return within 5 working days.

Their request will be considered and they will be informed of the outcome within 5 working days.

6. Criteria

All individuals who request a 'Programme Bursary' will be considered against the same criteria. This includes:

- How much Health and Adult Social Care funding they have available to them;
- What other day provision they access regularly;
- The number of 'Programme Bursaries' already allocated within the Programme they wish to attend;
- The number of participants on the programme against staff numbers (to keep staff ratios at 1:5).

Individuals with the least access to day provision will be made a priority (though even priority cases cannot be guaranteed a bursary if there is not sufficient funds, staff and/ or support available on the Programme).

Programmes will not usually have more than 2 Full Bursary places at any one time unless by prior agreement with a specific funder.

Individuals choosing to access paid places at other day services, will not usually be successful in obtaining bursaries.

Individuals in receipt of ESA and Severe Disablement allowance are unlikely to be successful in obtaining bursaries (unless they can demonstrate where funds are allocated).

7. Allocation

When an individual is allocated a 'Programme Bursary' they will receive confirmation in writing. This will cover:

- What type of bursary they have.
- The start and end date of the bursary.
- The standards we expect from bursary holders.
- The withdrawal procedure.
- The review and renewal procedure.

When an individual has requested a 'Programme Bursary' but we are unable to offer one they will receive confirmation in writing. This will cover:

- What the criteria for a 'Programme Bursary' is.
- Which aspect of the criteria their request didn't meet.
- Suggestions for what other provision they may be able to access.
- How / when they can submit another request in the future.

8. Administration

All 'Programme Bursary' information, requests and assessment is overseen by the CEO. They are responsible for:

- Sending out 'Programme Bursary Requests' in a timely manner after they are requested.
- Reviewing and assessing 'Programme Bursary Requests'.
- Informing individuals of the outcomes of 'Programme Bursary Requests' in writing.

9. Complaints

We acknowledge that as we have a limited number of bursary places available some individuals who request one will not be successful in obtaining one.

By providing confirmation in writing with a clear explanation of the criteria and reasons behind the decision we hope individuals will be reassured that the process is fair and the decision sound, even if they are disappointed.

If an individual is unhappy with the outcome of a 'Programme Bursary Assessment' then they can make a complaint.

Complaints should not be made when an individual wishes to have a bursary but accept the reasons given as it is unlikely to change the outcome. Rather complaints should be made when:

- Individuals believe their circumstances have been misunderstood.

- Individuals think that they have been discriminated against and been treated less favourably than other people being considered through the same process.

Complaints about 'Programme Bursaries' should be made in writing to the CEO.

- The CEO will investigate all complaints made about 'Programme Bursaries' within 5 working days.
- The CEO will respond in writing to the complaint explaining the outcome.

The CEO's decision following the investigation is final.

10. Monitoring and Review

It is the responsibility of the programmes staff to alert the CEO to any breaches of the Policy as soon as is possible.

This policy will be reviewed annually.