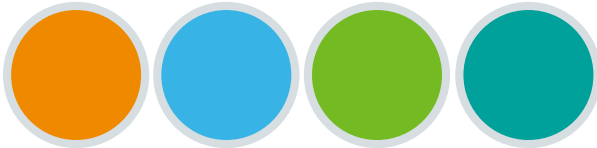


Student Services

NHS Learning Support Fund



HEI Communications Toolkit



Introduction

This toolkit is designed to support your communications when talking about the NHS Learning Support Fund. It also includes your guide to using the new HEI portal.

Details about NHS LSF can be found on our website www.nhsbsa.nhs.uk/LSF and we would encourage everyone to take a look at the website and read the NHS LSF guidance booklet for full information.

The following materials are available:

1. Example text for student communications
2. Example social media posts and images
3. NHS LSF overview presentation
4. Posters
5. Infographics (student and HEI processes)
6. NHS LSF application flowchart
7. Student guide to using the NHS LSF application system

Please contact us at nhsbsa.studentservices@nhs.net if there is anything you think would be useful to add to this toolkit.

Draft text for student comms

We are pleased to confirm that eligible students will be able to apply for additional funding from the NHS Learning Support Fund from 1 July 2020. Please read this information together with the NHS Business Services Authority (NHSBSA) Student Services guide fully before you make an application.

You can find more information on the NHSBSA Student Services website www.nhsbsa.nhs.uk/LSF and the latest updates on their social media channels:

- Facebook: /LearningSupportFund
- Twitter: @NHSBSA_LSF

What is the NHS Learning Support Fund?

The NHS Learning Support Fund (NHS LSF) is available to eligible students studying one of the following courses at a university in England as either an undergraduate or postgraduate:

- dietetics
- dental hygiene / dental therapy (level 5 and level 6 courses)
- midwifery
- nursing (adult, child, mental health, learning disability, joint nursing / social work)
- occupational therapy
- operating department practitioner (level 5 and level 6 courses)
- orthoptics

- orthotics and prosthetics
- paramedicine (including nurse paramedicine)
- physiotherapy (including MPhysio)
- podiatry / chiropody
- radiography (diagnostic and therapeutic)
- speech and language therapy

NHS LSF is made up of the following elements:

Training Grant: a non-means tested grant of £5,000 each academic

- **Specialist subject payment:** an additional £1,000 is added to your account automatically if you're studying one of the following courses:
 - mental health nursing
 - learning disability nursing
 - radiography (diagnostic and therapeutic)
 - prosthetics and orthotics
 - orthoptics and podiatry

- **Regional incentive:** further details will be announced in due course.

Both the specialist subject payment and regional incentive are **only available for new students starting their course from September 2020**.

Parental Support: formerly known as Child Dependents Allowance, you can apply for £2,000 each academic year if you have parental responsibility for a child under 15 years old, or under 17 years if they're

registered with special educational needs. This is a set amount and is per student, not per child.

Travel and Dual Accommodation Expenses (TDAE): you can claim reimbursement of any additional travel and temporary accommodation costs incurred as part of attending your practice placements.

Exceptional Support Fund (ESF): a grant of up to £3,000 each academic year for students who find themselves in unforeseen financial hardship.

Am I eligible to apply?

To be eligible for NHS LSF you must be in receipt of, or at least eligible for, the full tuition fee and maintenance loan package from the Student Loan Company. If you are eligible but have chosen to not take out the full loan, we ask you for some extra details when you apply for NHS LSF. You will also be studying at a university in England and be in attendance at a specified date, this will depend on when you started your course.

How do I apply?

If you are a **new** student starting your first year in September 2020 (and beyond), you will need to create an account on the new NHS LSF application system. When creating your account, please have the following details with you:

- **Your student finance confirmation letter:** you will need to upload this to your account as proof of eligibility. If you are eligible for student finance but have decided not to claim the full package, there is an option for you and you will be asked a series of additional questions so we can check your eligibility. Please have proof of identity

with you, for example a passport.

- **Your bank details:** you will need to add this so you can be paid by NHSBSA Student Services. If you change bank accounts at any stage, you will be able to update your details. It's really important you keep these details up to date.
- **Child's birth certificate:** if you are applying for Parental Support at the same time as applying for the Training Grant, you will need a copy of your child's birth certificate to upload to your account. If you have more than one child, we suggest uploading your youngest child's birth certificate.

If you are a **continuing student** who is resuming study from 1 September 2020 you will need to create a new account on the new application system above.

If however, you will be continuing your studies in say January, February 2021 etc. you should **continue to use your existing LSF account until you start your next full academic year.** If at this stage you have any outstanding TDAE claims for the 2019/20 academic year, you will need to put these through your old account.

Social media example posts

General messages



Twitter: Have you started a pre-reg healthcare course? Take a look @NHSBSA_LSF and see if you're eligible for additional funding support during your studies

<https://bit.ly/3hTqZu6> #NHSLSF



Facebook: Have you started a pre-reg healthcare course? Take a look @ LearningSupportFund and see if you're eligible for additional funding support during your studies **<https://bit.ly/3hTqZu6> #NHSLSF**



Twitter: Give @NHSBSA_LSF a follow for all the latest information and useful tips for the NHS Learning Support Fund!



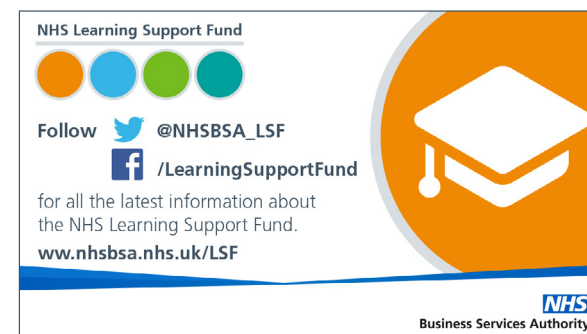
Facebook: Give @LearningSupportFund a follow for all the latest information and useful tips about the NHS Learning Support Fund!



USE FROM 1 JULY Twitter:
Are you a healthcare student? You can now apply for funding support from @NHSBSA_LSF **<https://bit.ly/3hTqZu6>**



USE FROM 1 JULY Facebook:
Are you a healthcare student? You can apply now for funding support from @LearningSupportFund **<https://bit.ly/3hTqZu6>**



Training Grant



Twitter: Looking for information about the £5,000 Training Grant for healthcare students from @NHSBSA_LSF? Take a look at their website for more info

<https://bit.ly/3drH9aK> #NHSLSF



Facebook: Have you heard about the £5,000 Training Grant for healthcare students? Take a look at the **@LearningSupportFund** website for more information including

how to apply <https://bit.ly/3drH9aK>



Parental Support



Twitter: Are you a healthcare student? Do you have parental responsibility for one or more children? You could receive £2,000 from **@NHSBSA_LSF**, find out more here

<https://bit.ly/2V9E8We> #NHSLSF



Facebook: Are you a healthcare student with parental responsibility for a child? Did you know you could get £2,000 Parental Support from the **@LearningSupportFund**?

Take a look at their website for more information <https://bit.ly/2V9E8We>



Travel and Dual Accommodation Expenses



Twitter: Healthcare students can claim their travel and temporary accommodation expenses through **@NHSBSA_LSF TDAE**. For more info take a

look at their website <https://bit.ly/2YnBnmp> #NHSLSF



Facebook: Once you've been on placements you can claim back the cost of some travel and accommodation – make sure you keep hold of your invoices, receipts and travel tickets. For more information about claiming travel and accommodation please visit **@LearningSupportFund** <https://bit.ly/2YnBnmp>



Exceptional Support Fund



Twitter: If you're a healthcare student and find yourself in genuine and unforeseen financial difficulty you could get help from **@NHSBSA_LSF ESF**, find out more here **<https://bit.ly/3hKS3vP>** **#NHSLSF**



Facebook: Did you know that ESF is available to help healthcare students who are experiencing genuine and unforeseen financial difficulty? Find out more, including how to apply **@LearningSupportFund** **<https://bit.ly/3hKS3vP>**



Images and other resources

If you require any of the images below in a different format please contact **nhsbsa.studentservices@nhs.net** and we will arrange for this to be done for you.

Resources

NHS LSF overview presentation



Posters

NHS
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Training Grant

Students on healthcare courses from September 2020 can apply for the new Training Grant

This is a non-means tested grant of £5,000 each academic year for all eligible students.

You could also receive up to an extra £2,000 for:

- Specialist subject payment:** a grant of £1,000 if you're studying one of these courses:
 - mental health nursing
 - learning disability nursing
 - radiography (diagnostic and therapeutic)
 - prosthetics and orthotics
 - orthoptics and podiatry
- Regional incentive:** you could receive up to £1,000, further details will be provided will be provided in due course.

Apply online at www.nhsbsa.nhs.uk/parental-support

Follow us and get in touch:
 @NHSBSA_LSF
 /LearningSupportFund

NHS Learning Support Fund

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Parental Support

Are you a healthcare student with one or more dependent children?

You may be able to apply for Parental Support from NHS Learning Support Fund

Parental Support provides a grant of £2,000 for healthcare students who who have parental responsibility for a child under 15 years or under 17 years if they're registered with special educational needs.

Apply online at www.nhsbsa.nhs.uk/CDA

Follow us and get in touch:
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NHS Learning Support Fund

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Travel and Dual Accommodation Expenses

If you've been on a practice placement you may be able to claim back your expenses.

Apply for Travel and Dual Accommodation Expenses from the NHS Learning Support Fund.

If you're a healthcare student and have been on a practice placement, you could claim back the travel and temporary accommodation expenses linked to your placement.

Apply online at www.nhsbsa.nhs.uk/TDAE

Follow us and get in touch:
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NHS Learning Support Fund

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Exceptional Support Fund

Are you a new healthcare student and struggling with your finances?

You may be able to get support from the Exceptional Support Fund.

The Exceptional Support Fund is available for eligible healthcare students who find themselves in financial hardship while on a healthcare course.

Apply online at www.nhsbsa.nhs.uk/ESF

Follow us and get in touch:
 @NHSBSA_LSF
 /LearningSupportFund

NHS Learning Support Fund

Flyer

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NHS Learning Support Fund

Training Grant, Parental Support, Travel and Dual Accommodation Expenses, Exceptional Support Fund

You may be able to apply for elements of the NHS Learning Support Fund if:

- you are studying on a pre-registration undergraduate or postgraduate healthcare course this now includes paramedicine courses,
- are studying in England and,
- you started or continued your course on or after 1 September 2020,
- you are in attendance on a specified date, this will depend on your start month.

Training Grant
A non-means tested grant of £5,000 each academic year for eligible students plus up to an extra £2,000 for students studying certain courses and regions.

Parental Support
A grant of £2,000 for eligible healthcare students who have parental responsibility for a dependent child.

Travel and Dual Accommodation Expenses
Eligible healthcare students may be reimbursed for the additional cost of attending a practice placement as part of their course.

Exceptional Support Fund
A grant of up to £3,000 each academic year for students in unforeseen financial hardship.

For more information please visit www.nhsbsa.nhs.uk/LSF

Follow us and get in touch: @NHSBSA_LSF /LearningSupportFund

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NHS Learning Support Fund

Training Grant: HEI Journey

Training Grant is a non-means tested grant of £5,000 for students on eligible pre-registration healthcare courses. Parental Support is a grant of £2,000 for students who have parental responsibility for a qualifying child. Students can apply for Parental Support when applying for the Training Grant or it can be done separately.

- 1 Student creates an account on the NHS Learning Support Fund application system and applies for the Training Grant and Parental Support if applicable.
- 2 Universities will have access to a list of all students who have applied for NHS LSF at their institution through the HEI portal.
- 3 Universities are required to complete the confirmation of student attendance lists by the specified deadline. If this is not met, students payments will be delayed.

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NHS Learning Support Fund

Training Grant: Student Journey

Training Grant is a non-means tested grant of £5,000 for students on eligible pre-registration healthcare courses. Parental Support is a grant of £2,000 for students who have parental responsibility for a qualifying child. Students can apply for Parental Support when applying for the Training Grant or it can be done separately.

- 1 Create and register an account on the NHS Learning Support Fund application system.
- 2 You apply for the Training Grant and Parental Support through your online NHS LSF account, uploading the required supporting evidence to your account. If you are on a qualifying course, any additional payments for the specialist subject payments and regional uplift will be automatically added to your account.
- 3 Your application is assessed and if approved, the payment details are added to your account.
- 4 You will receive a payment part way through each term.

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NHS Learning Support Fund

Parental Support: HEI Journey

A set grant of £2,000 for students who have parental responsibility for at least one child under 15 years or under 17 years if registered with special educational needs.

- 1 Student creates an account on the NHS Learning Support Fund Application System and applies for Parental Support.
- 2 At a point in the academic year universities will have access, through the HEI portal, to a list of all students who have applied for NHS LSF at their institution and will need to confirm their attendance.
- 3 Universities are required to complete the confirmation of student attendance lists by the specified deadlines, failure to do so will result in a delay of the student's NHS LSF payments.

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NHS Learning Support Fund

Parental Support: Student Journey

A set grant of £2,000 for students who have parental responsibility for at least one child under 15 years or under 17 years if registered with special educational needs. You will need to apply for Parental Support each academic year.

- 1 You apply for Parental Support through your online NHS LSF account and upload the required supporting evidence.
- 2 Your application is assessed and if approved the payment details are added to your account.
- 3 You will receive a payment part way through each term.

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NHS Learning Support Fund **Travel and Dual Accommodation Expenses (TDAE): HEI Journey**

Reimbursement of excess travel and dual accommodation costs incurred during practice placements.

- 1 Student logs into NHS Learning Support Fund account and downloads TDAE claim form. They complete this and hand it to their university with any relevant receipts.
- 2 University checks the receipts and approves the expenses by completing section B2 of the claim form.
- 3 Student uploads the claim summary and **any relevant** receipts to their NHS LSF account.
- 4 NHSBSA Student Services process the application within 20 working days.

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NHS Learning Support Fund **Travel and Dual Accommodation Expenses (TDAE): Student Journey**

Reimbursement of excess travel and dual accommodation costs incurred during practice placements.

- 1 During placement, make sure you keep hold of any receipts for eligible travel and/or accommodation expenses.
- 2 Following placement, log into your NHS Learning Support Fund (NHS LSF) account, select TDAE and complete the form.
- 3 Print off the completed form and take it to your university together with any receipts for authorisation and sign off.
- 4 University authorises the form. You then upload the authorised claim summary page and the appropriate receipts to your NHS LSF account.
- 5 Your application is processed within 20 working days.

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NHS Learning Support Fund **Exceptional Support Fund (ESF): HEI Journey**

Funding support for eligible healthcare students who find themselves in unforeseen financial hardship during their studies.

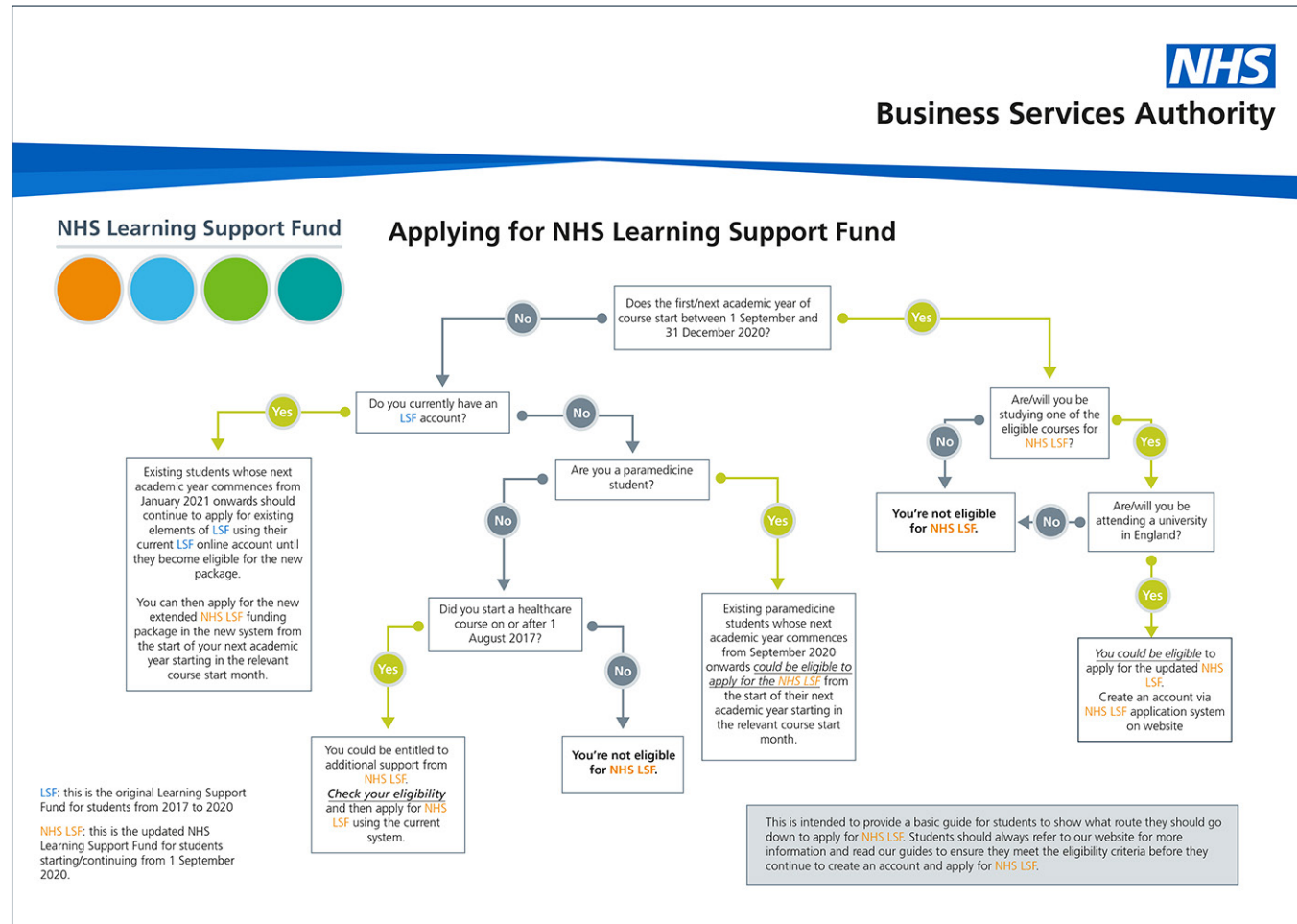
- 1 Student creates an account on the NHS Learning Support Fund Application System, selects ESF and completes the form.
- 2 Student prints off the completed form and hands to their university with all the required supporting evidence.
- 3 University completes section 8 of the form confirming an application for the university's hardship fund has been made.
- 4 The signed form and supporting evidence is posted to: NHS Learning Support Fund (ESF), Student Services, Hesketh House, 200-220 Broadway, Fleetwood, Lancashire, FY7 8SS.
- 5 Student Services notifies the student and the university of the outcome.


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Business Services Authority

NHS Learning Support Fund **Exceptional Support Fund (ESF): Student Journey**


Funding support for eligible healthcare students who find themselves in unforeseen financial hardship during their studies.

- 1 Log into your NHS Learning Support Fund (NHS LSF) account select Exceptional Support Fund and complete the form then print off and hand to your university. Don't forget to include all of your supporting evidence.
- 2 Your university must authorise the form at section 8. It must then be posted along with any supporting evidence to NHS Learning Support Fund (ESF), Student Services, Hesketh House, 200-220 Broadway, Fleetwood, Lancashire, FY7 8SS.
- 3 We will contact you by email within 15 working days.




Business Services Authority

NHS Learning Support Fund



Student guide to applying for NHS Learning Support Fund

Before you start to register for an account, you can do some preparation by:


- Reading the [*NHS LSF guidance booklet which you can find on our website.*](#)
- Have you applied for a student loan? If yes, we will need to see your **student finance award letter**. If you haven't applied for a loan, we will need **proof of identity (e.g. passport)** and your residency status.
- If you think you qualify for Parental Support, we will need to see your **child's birth certificate**. If you have more than one child, we recommend using your youngest child's birth certificate.

Getting these documents together now will make your application journey more efficient when you come to register and apply.

Below is a brief overview of the account creation and application journey to assist you.

1

Account Creation



Account creation will only take a couple of minutes. An activation link will be sent to the email address you provided when you registered and you'll need to click this within 72 hours. Please check your spam/junk inbox as some email providers may filter our email into there. Once your account is activated, you'll be able to login. This will take you to the home screen of your account. From here you will be able to edit your personal information and later in your journey, change your bank account and monitor payment information.

When applying for the Training Grant, the first step is to create an academic year and provide your university and course information. This information is managed by you and it's extremely important this is correct as this is the information that will be used by your university to confirm attendance later in the year. If your university is unable to match your information then payments will not be released to you.

Your university/course information will remain editable until your university is able to match you, so you are in control. If you change university or the course you're doing you must make sure you update your details.