

Staff Learning and Development

Funding Guidance for Individuals

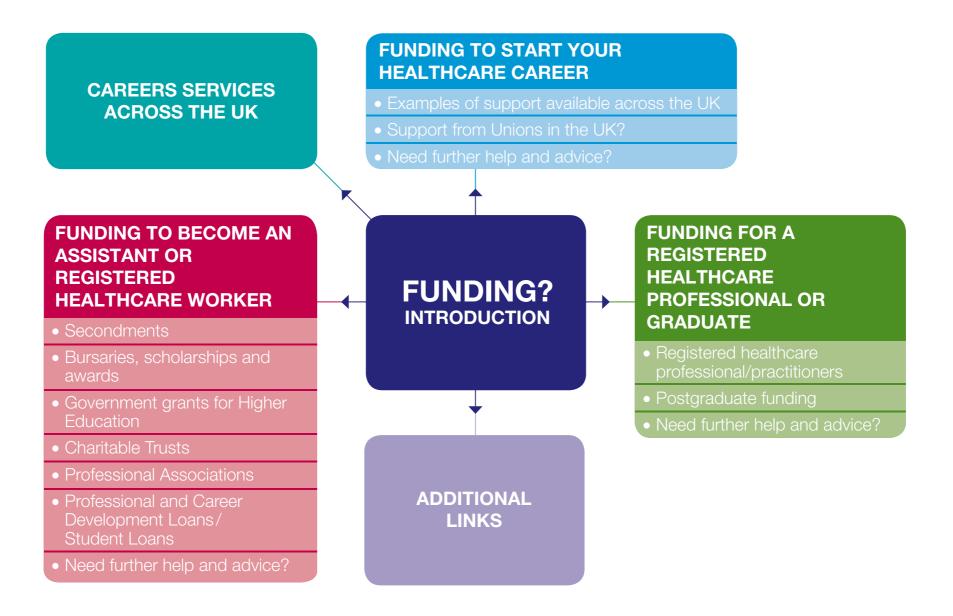
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The information and weblinks in this document are correct at the time of publication. The area of funding is changing constantly and this document will be updated on a regular basis. Whilst Skills for Health works hard to ensure accuracy, it does not claim any responsibility for contents and workings of other websites. November 2011.

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GLOSSARY AND ACRONYMS

Introduction

It is important that individuals are able to access up to date information on funding learning and development. This guide details potential sources of information and funding for both those individuals considering a career in healthcare and for individual members of staff to support their learning and development plans.

You may find it helpful to read this document in conjunction with the **Staff Learning and Development - Funding Guidance for Employers.**

This guide offers information according to whether an individual:

- Wants to gain qualifications for entry or to develop their healthcare career
- Wants to become an assistant or registered healthcare worker
- Is a registered healthcare professional or graduate.

There is a variety of schemes supporting young people and adults into work through a combination of vocational training and work experience, e.g. in England, for **14-19 year olds** and **Adult Learning and Skills**, as well as a range of programmes and services offered by **JobCentre Plus** (JCP). For information on JCP and its role and initiatives, see the Public and Union Funding in England section of the **Staff Learning and Development - Funding Guidance for Employers.**

A useful website is Directgov which is the UK Government service which provides online access to public services and related information:

Young People Work and Careers

Jobseekers



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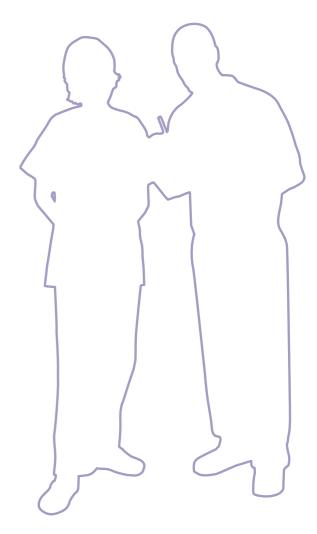
Where an individual is considering going into a career in the healthcare sector, there may be funding available via a bursary for some health jobs and funding for on the job training. For more information on career pathways into employment in the healthcare sector, take a look at Skills for Health's **careers information** pages. To find out which health related courses attract financial help from the NHS, look at **student bursaries**.

For those already employed within the healthcare sector, it is important that every member of staff takes part in a regular Personal Development Review (PDR), which includes agreeing a Personal Development Plan (PDP). This occurs in the NHS, but other employers may also use such as an appraisal system. Completing a PDP will optimise the chance of gaining access to internal funding provided by the employer.

For businesses in England, Scotland and Wales employing 250 or more people, employees have the right to request **"time to train"**.

Some courses (such as pre-registration and postregistration education) are purchased in advance by Strategic Health Authorities and other health sector organisations from colleges and universities. These decisions are based on organisations' business and workforce plans and priorities. Managers who ensure their staff have PDPs are able to request the courses required by their staff each year. A decision will then be based on the agreed priorities within the organisation and the wider sector. Courses such as the Qualifications Credit Framework (QCF) or SVQs are more likely to be funded, if needs are properly identified - and PDPs are key to this process.

As the area of funding is changing constantly and is key to supporting employers to developing the required workforce skill profile, this guide will be updated on a regular basis. If you have any comments on this guide or additional information you would like to see included, please send your feedback by email to office@skillsforhealth.org.uk marked 'Funding Guide for Individuals'.



Careers Services Across the UK

England

Next Step. The Skills Funding Agency are responsible for the new adult careers service - **Next Step** which brings together a service for adults offering web based information, telephone advice or the opportunity to meet face to face.

This service features a comprehensive range of funding information for all levels of study. It includes a summary of available funding for further education with links to further sources of information: **Advice and funding**

Next Step now incorporates Lifelong Learning Accounts where you can register or maintain your original registration and store information on such as skills and achievements as well as finding out about financial support.

Careers Advisers can be contacted to provide information, advice and support for young people in England. For further information: **Directgov Young People**

NHS Careers. This is the information service for careers in the NHS in England. Visit the website to find out which health-related courses attract financial help from the NHS: **NHS Careers**

Health Learning and Skills Advice line. This provides careers information, advice and guidance to support people who work in, or are considering a career in healthcare. Free, expert, independent and confidential, the service is run by **Next Step**, in partnership with Skills for Health and NHS Careers and covers the whole healthcare sector. Telephone 08000 150 850.

Scotland

Skills Development Scotland. Access the My World of Work website to look for different options to help fund learning and for information on the ILA Scotland: **Funding**

Student Award Agency for Scotland will also provide information on NHS bursary schemes

Careers and opportunities in NHS Scotland: NHS Recruitment



Wales

Careers Wales. This website provides information, advice and guidance for all ages in Wales: **careerswales.com**

NHS Wales Careers Information Service. This is the information service for careers in the NHS in Wales. Contact them to find out which health-related courses attract financial help from the NHS Wales **Careers**

Northern Ireland

Careers Service Northern Ireland. This site offers information and advice on financial help for both Further and Higher Education. **Financial help for Further and Higher Education**

Educational Guidance Service for Adults (EGSA) in Northern Ireland is a local independent service which provides advice on finance for learning in Northern Ireland. How can EGSA help you

See also **Department of Health, Social Services and Public Safety (DHSSPS) HPSS Careers Handbook**



Funding to Start Your Healthcare Career

Across the UK there are a range of grants, funds and other programmes to support those with no or few qualifications. This may include courses that are free, help with course fees as well as additional costs such as childcare, books and travel.

Individuals may also want to develop their skills and gain qualifications whilst working - earn as you learn. One route is via apprenticeships, which are growing in importance in the health sector. You can link to the **Staff Learning and Development - Funding Guidance for Employers** for further information and links to all four countries.

Examples of the support available across the UK

England

Individuals may be entitled to free tuition fees as part of the level 2 and 3 entitlement (subject to the qualifications they already have). This could include:

- QCF
- Skills for Life including literacy and numeracy qualifications
- A levels
- BTEC.

Directgov. This is the UK government's website providing information on all public services. **Money to Learn** gives information on the range of funding available for learning for under 19s and **Financial** help for adult learners.

Scotland

Individuals who have an income of less than £22,000 a year and are aged over 16 may be entitled to an Individual Learning Account (ILA) to support their learning. ILA Scotland is a Scottish Government scheme that helps with payment for learning that can be done at a time, place, and pace and in a way to suit the learner. The website contains a course search facility and links to over 330 learning providers in Scotland. There is also a telephone helpline to help find out what is available in an area. **ILA Scotland**

Wales

For further information on funding opportunities in Wales, visit the **Your future, Your choice, Your action** website or telephone 0800 100 900 for advice.

Northern Ireland

The Department for Employment and Learning (DELNI) offers various types of funding support be it for the individual, employer or training organisation. There are various criteria associated with the different funding. Use this link to find out what you may be eligible for: **Funding Support**.

For information on financial support for learning see EGSA



Support from Unions in the UK

Contact the relevant union for information about the support and advice they can offer individuals. If an individual is a union member, their union may have specific learning support funds.

England

TUC unionlearn information on funding for members: Union Learning Fund

UNISON Learning and Organising Services (LAOS) coordinates learning and development opportunities for its members and the website includes information on training for Union Learning Representatives (ULRs): **LAOS**

Unite Education provides bursary funding for members and activists to increase their vocational skills and gain additional qualifications: **Bursaries**

Scotland

The Scottish Union Learning website is a dedicated resource for trade unions and ULRs in Scotland: **Scottish Union Learning**

UNISON Scotland's Lifelong Learning services for UNISON members in Scotland can be found at: Lifelong Learning

Wales

Wales TUC Learning Services website for members and ULRs: Learning Services

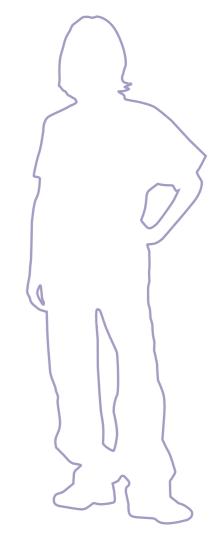
UNISON Wales education and training for members and ULRs: **Education and training**

Northern Ireland

The Irish Congress of Trade Unions (ICTU) is the single umbrella organisation for unions across Ireland. Find out how they support the education and training of union members: **Trade Union Learning**

For learning services for UNISON members in Northern Ireland: **Ulearn**

Education and training for Unite union members in Ireland: **Unite the union Ireland**



Need further help and advice?

Educational Grants Services (EGS) provides information for post-16 education and training in England It specialises in funding from charitable trusts. It also administers over 30 educational trusts, giving small grants to students who study at institutions that are affiliated to its service. **EGS**

Local learning providers. Local Further Education colleges and Adult/Community Education providers will be able to give you information and advice about the support available. See Staff Learning and Development -Funding Guidance for Employers.

For further information on finding your local learning provider:

Directgov will give you further information on money, tax and benefits. **Money, Tax and Benefits**

Health Learning and Skills Advice Line (England). This service provides careers information, advice and guidance to people who work in or are considering a career in the Healthcare sector: Ring the Health Learning and Skills Advice on 08000 150 850.

Next Step (England). This service features a comprehensive range of funding information for all levels of study. It includes a summary of available funding for further education with links to further sources of information: **Advice and funding** **Funding for Learners** provides advice on the financial support available for Further and Higher Education in Scotland: **Funding, Support and Grants**. See also Skills Development Scotland's My World of Work website **Funding** section.

A guide to funding for adult learners in Wales: Learner Funding Guide



Funding to Become an Assistant or Registered Healthcare Worker

Members of staff with a QCF level 3/SCQF 6/7 qualification or equivalent to their job role may wish to develop their career and take on a role which enables greater levels of responsibility and autonomy. New roles and new ways of working often have a minimum requirement of a Higher Education qualification. This can involve members of staff studying at a local Further Education (FE) college, e.g. for a foundation degree, HNC qualification or equivalent, or at a University or Higher Education Institution (HEI). Staff wishing to develop their careers will therefore be seeking funding for higher education. Options include:

Secondments

Existing employees can take advantage of secondment arrangements. Health sector employers offer secondments that enable employees to remain employed whilst studying for their chosen profession. Course fees are paid and the employee continues to receive a salary (sometimes at a reduced rate). Secondments on offer will reflect the workforce plans of the employer. This means that this option varies across individual organisations and discussions will need to take place between the individual and the employer to see if this is available. Examples may include an employee following a nursing qualification or a health related Foundation Degree leading to an assistant or associate practitioner role. Secondments may be for full time or part time study.



Bursaries, scholarships and awards

A bursary is non-repayable support awarded to assist with day to day living costs while an individual is studying. It may also include the cost of tuition fees for the course. The most well known is the NHS bursary which may be awarded to support studying for a range of healthcare professions. This varies across the four countries of the UK. Staff members who are being seconded by their employer are not entitled to an NHS Bursary.

NHS Bursary Scheme. For information on NHS bursaries to students on pre-registration health professional training courses, including eligibility criteria, see the NHS Business Services Authority (NHSBSA) website: **Bursary Scheme**

The Department of Health has reviewed the **NHS Bursary** scheme and from September 2012, students in England will receive a small non-means tested grant, a means tested bursary and a reduced rate non-means-tested loan.

Money4MedStudents. This site provides advice and support on funding for medical students: Money4MedStudents.org

Student Awards Agency for Scotland (SAAS). This website provides information on the support available to UK nationals studying at an institution in Scotland: **SAAS**

National Leadership and Innovation Agency for Healthcare. Provides information on financial help available for healthcare students in Wales: NHS Wales Bursary Schemes In addition, Higher Education Institutions (HEIs) offer bursaries and scholarships to a wide range of students, in particular to support those who may face financial barriers. See the links below for information showing what each institution is currently offering. The Hotcourses and UCAS searchable databases can help you to find out what individuals may be eligible for.

Hotcourses includes a UK wide database where you can find out what funding you may be eligible for and an online tool that enables you to search for awards by specific institution, organisation or course of study: **Student Money**

UCAS provides information on course costs, available financial help and managing money in the UK: **Student finance**

Directgov provides information on student funding including bursaries, types of funding with links across the UK

The UK Register of Learning Providers offer a one stop source of provider information for employers, learners and learning providers: UKRLP

University of Wolverhampton website provides a link to other institutions: Search for an institution

Use the **Scottish Awards Agency for Scotland (SAAS)** online map to find funding information on Colleges and Universities in Scotland: **Map of Institutions** **Graduate recruitment schemes/Internships.** The NHS and some larger independent healthcare providers fund recruitment schemes that aim to attract high calibre graduates, mainly into management roles. Schemes such as these are another excellent way for health sector employers to attract the staff they need with the skills they need. Places are very limited so competition is fierce.

For further information:

UK:

Graduate Talent Pool - graduate opportunities in businesses

England:

NHS Graduate Training Scheme and NHS Management Careers

Wales:

Gateway 2 NHS Wales Graduate Programmes

Go Wales

Scotland:

NHS Scotland Management Training Scheme

Careers and Opportunities in NHS Scotland and

Student internships in the third sector

Northern Ireland:

INTRO Graduate Management Development Programme and

Beeches Management Centre

Government grants for Higher Education

Government grants to support Higher Education are available in England, Wales, Scotland and Northern Ireland. They may be non-repayable, may have some element of means testing and can help contribute to living costs and/ or tuition fees. Grants are subject to annual changes and can vary across the four countries so use the links in this section to find out the latest information.

UK wide

The **Directgov** website provides information on funding University and Higher Education: **University and Higher Education**

Universities and Colleges Admissions Service. UCAS provides information about financing Higher Education in England, Wales, Scotland and Northern Ireland: Student finance

Students studying with the **Open University** apply directly to them for financial support.

Student Cash Point is a free website designed to help students find the funding they need to cover the costs of going to college and university. **Student cash point**

England

Student Finance England handles student finance applications for university and higher education courses: Student Finance England and Eligibility for student finance

Disabled Student Allowances (**DSAs**) may give some additional funding should you have an ongoing health condition, a disability, mental health condition or specific learning difficulty like dyslexia.

Scotland

For information on funding for Higher Education in Scotland: **Financial support**

The Scottish Awards Agency for Scotland (SAAS) is an agency of the Scottish Government and is responsible for providing support and advice to eligible Scottish students who are looking to enter, or who currently attend, Higher Education: SAAS

PlanIT Plus is a resource of careers, learning and school information in Scotland including information on funding full time higher education, e.g. Health Department Bursaries (HDBs): **Funding full time higher education**

Wales

Student Finance Wales. Find out about student finance for Higher Education in Wales: **student finance wales**

University of Wales. The University is the degree awarding body for most Welsh HEIs and the website provides information on scholarships, studentships and awards for Higher Education: **Scholarships**

Northern Ireland

Education Support for Northern Ireland. A service and portal for Higher Education students who are being funded through the Education and Library Boards in NI: Student Support

Charitable Trusts

There are thousands of charitable trusts (funders) that offer financial help to people based on specific eligibility criteria which could range from gender and place of birth to parental occupation and residence. In this section there are links to online search engines that enable individuals to look for trust funds.

Some are free-to-access (for example, **EGS** and the **Advice and funding** information on Next Step) and some require a subscription.

When an individual applies for funding, it is important that they answer as many questions as possible and make the links appropriate to the funding organisation. There are many regional and local funders so make sure as much information as possible is provided about where individuals were born, where they went to school, where they live, personal information such as disabilities, for example. That way you will get the most out of your search.

Association for Charitable Foundations. The ACF is a support organisation for grant-making trusts and foundations and also has information for individuals seeking funding from UK trusts: **ACF**

Directory of Social Change's Grants for Individuals

website. This is an online directory of trusts which provide awards to individuals. It requires a subscription to access: **Find Funding**

The Health Foundation. The Health Foundation runs a number of individual and team leadership schemes



Professional Associations

It is always worth enquiring with the relevant professional association for information on scholarships, sponsorships and other awards to support pre-registration students and those following other careers within healthcare.

Lists of professional bodies can be found on the NHS Careers website:

Nursing and Midwifery

Allied Health Professionals

Healthcare Scientists

See also **Professional Bodies in the UK** - a list with links of professional and supporting bodies on the BIS website.

Further links

Royal College of Nursing (RCN): scholarships and awards for members

UK Council for Health Informatics Professions. For information on those professional bodies linked to Health Informatics see: **Professional Bodies**

Professional and Career Development Loans/Student Loans

For many students, some form of loan may be required during their time of Higher Education. Find out what is available using the links in this section. Some websites, such as the Hotcourses and UCAS guide to student money, provide a budget planner tool where individuals can work out what their annual expenditure is likely to be.

Information on student loans can be found on: Student Finance

Information about Professional and Career Development Loans can be found at: **Career Development Loans**



Need further help and advice?

Funding directories and guides. Explore the links identified above, in particular, look at the sections on:

- Careers Services across the UK
- Government grants for Higher education

Contact the Health Learning and Skills Advice Line (England only) on 08000 150 850 for free and confidential information, advice and guidance if you are considering or are already working in the health sector, including advice on funding.

Local learning providers. Contact your local further education college or university. They will be able to give you information and advice about the support available. See the Staff Learning and Development - Funding Guidance for Employers for further information on finding your local learning provider

Professional organisations. The relevant body may be able to offer advice on additional sources of funding. See section on **professional associations**

Funding for a Registered Healthcare Professional or Graduate

This section distinguishes between registered practitioners and graduates for two main reasons:

- Not all registered practitioners are graduates. For example, some registered nurses, particularly those who trained some years ago, will have a diploma but perhaps not a full first degree. These nurses are increasingly being expected to undertake the study required to upgrade their qualification and need specialist support and encouragement to do so. Nursing will become degree entry in England in 2013. This is already the case in Wales.
- The health sector employs many graduates, some of whom may not have a health related degree, or may wish to specialise in a different area of health. These members of staff may pursue funding to train, or re-train within their own discipline or in a health related subject.

Registered healthcare professional/practitioners

Post registration education is traditionally well supported by health sector employers. Continuing Professional Development (CPD) courses and qualifications are purchased by employers on an annual basis, largely from Universities and Higher Education Institutions.

It is important that registered practitioners make their CPD needs known during their Personal Development Review (PDR) or appraisal. Managers should ensure they conduct these reviews within a timetable that enables them to request the courses required for their department or directorate.

There will also be occasions where registered practitioners may need to seek external sources of funding to support specialist areas of study or development. For example:

- Support periods of research
- Support areas of study which are not included in the post-qualifying contract
- Re-train in a different specialist area.

Practitioners may wish to explore these options, which are outlined in this document:

- Scholarships, sponsorships and studentships
- Charitable trusts
- Enquire with the relevant professional organisation.



Return to Practice (RTP)

Different arrangements exist across the UK in relation to RTP provision, e.g. for information on return to practice courses in England you should contact your Strategic Health Authority or your local PCT/Trust.

For further information, including return to work contacts in Scotland, Northern Ireland and Wales, go to the NHS Careers website at **Returning to the NHS** and for information on Return to Practice Midwifery - **RTP Midwifery**

Useful websites include:

UK:

Skills for Health careers information

Nursing and Midwifery Council (NMC) - for information on requirements and courses across the UK see **Getting back on to the Register after a break**

The Royal College of Midwives - Return to Practice

Society of Radiographers (SoR): Return to Radiography

England:

NHS Employers: Successful Recruitment RTP schemes

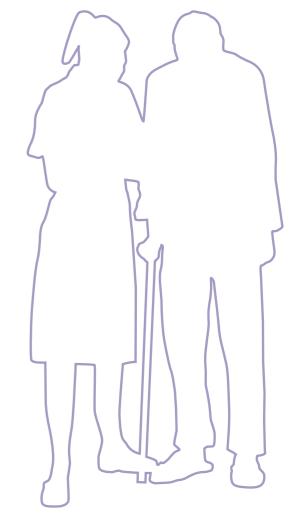
Wales:

National Leadership and Innovation Agency for Healthcare: **Return to Practice for Nurses, Midwives & SCPHNs (Health Visitors)** (SCPHN stands for Specialist Community Public Health Nurse)

Return to Practice for Allied Health Professionals and Health Care Scientists

Scotland:

Careers and Opportunities in Scotland - Returning Nurses & Midwives



Postgraduate funding

Prospects. Provides information on funding postgraduate study in the UK and includes a free-to-access database of scholarships, bursaries and awards from charitable trusts, public funding bodies and institutional funding. **Funding my further study**

Use this online database to search for **health related** research funding: **RDFunding**

Directgov: Funding postgraduate study

Information on the **Postgraduate Students' Allowances** Scheme (PSAS) in Scotland. **PSAS**

Wales Office of Research and Development for Health and Social Care (WORD). For funding opportunities see: Research and Development

Health and Personal Social Services (HPSS) education and training schemes for post graduate research studies in Northern Ireland: **Bursary funding**

Need further help and advice?

Local Learning providers. Contact your local University/ Higher Education Institution/The Open University. See the Staff Learning and Development - Funding Guidance for Employers for further information on finding your local learning provider

Contact the Health Learning and Skills Advice Line (England only) on 08000 150 850 to discuss funding options.

Professional organisation. The relevant body may be able to offer advice on additional sources of funding.

Charities and Trusts may provide postgraduate students with grants - check EGS for educational grants such as Family Action's Educational grants

Disabled Student Allowances (**DSAs**) may give some additional funding should you have an ongoing health condition, a disability, mental health condition or specific learning difficulty like dyslexia. Application can be sought for either research or taught courses.

Studentfinance provides information on sources of financial support for further and higher education:

Postgradireland.com provides **advice on finding funding** for postgraduate courses.



Additional Links

Brightside, an educational charity, provides a **student calculator** to build a student budget

OU summary of potential financial support for students. Individuals can use the online financial support calculator which can estimate how much they may be entitled to.

The Open University (OU). Complete this online questionnaire to find out if individuals are eligible for financial support to study with the Open University: **Questionnaire**

National Institute of Adult Continuing Education (NIACE). NIACE aims to encourage learning for all adults and works with and for adult learners, local authorities, government, the third sector, education providers, employers, European funders and trade unions in England.

Direct Gov lists sources of **funding for adult learning** including professional and career development loans, discretionary learner support, the Adult Learning grant, information on support for childcare and links to other sources of support.

Information for young people can be found on **'Money to Learn'.**

The Money Advice Service's website provides information on money (planning, funding available, managing your money) whilst you learn - **Money While You Study**

Lifelong Learning. This website provides information on a range of key learning themes from basic skills to higher education, including financing learning. For more information: **Lifelong learning**



Glossary and Acronyms

CPD - Continuing Professional Development

KSF - Knowledge and Skills Framework

MPET - Multi-Professional Education and Training budget

Personal Development Review - A personal development review is based on looking at how individuals have applied their knowledge and skills and developed to meet the demands of their post. In the NHS, this may be against the Knowledge and Skills Framework (KSF). Other health employers have similar processes, often known as an appraisal.

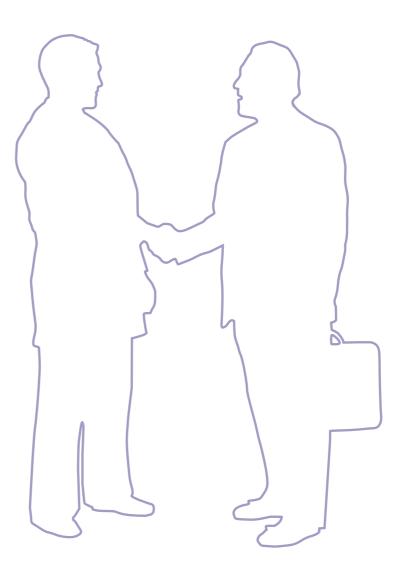
Post Registration - The on-going continuing professional development (CPD) required to maintain professional competence.

Pre-Registration - The period of education and training which must be undertaken before a person can register as a competent healthcare professional.

RTP - Return to practice

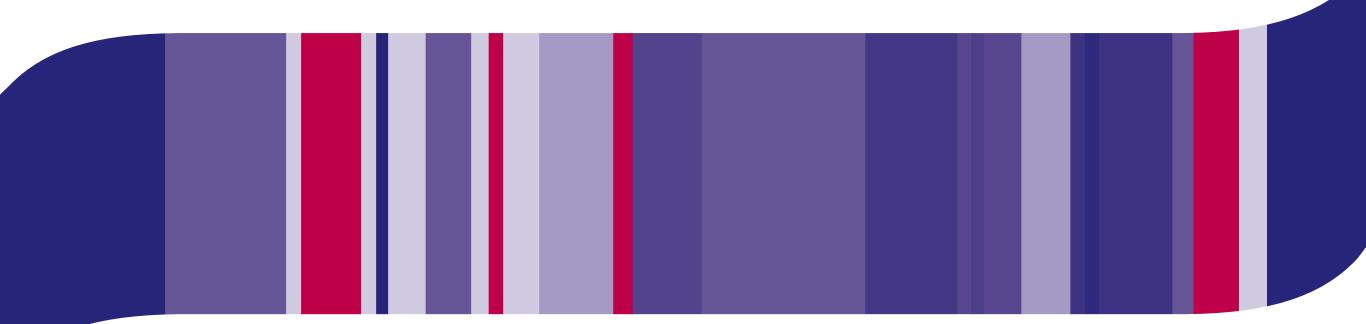
Skills for Life - qualifications to develop everyday skills such as reading or mathematics. Skills for Life qualifications

ULR - Union Learning Representative



BIS	Department of Business, Innovation and Skills	http://www.bis.gov.uk	
DELNI	Department for Employment and Learning in Northern Ireland	http://www.delni.gov.uk	
DHSSPS	Department of Health, Social Services and Public Safety	http://www.dhsspsni.gov.uk	
DfE	Department for Education	http://www.education.gov.uk	
DSA	Disabled Student Allowance	http://www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG_10034898	
DWP	Department of Work and Pensions	http://www.dwp.gov.uk	
EGS	Educational Grants Services	http://www.family-action.org.uk/section.aspx?id=1924	
EGSA	Educational Guidance Service for Adults	http://www.egsa.org.uk	
HEFCE	Higher Education Funding Council for England	http://www.hefce.ac.uk/	
HEFCW	Higher Education Funding Council for Wales	http://www.hefcw.ac.uk	
JCP	Jobcentre Plus -		
	For Individuals	http://www.direct.gov.uk/en/Employment/Jobseekers/programmesandservices/index.htm	
	For Employers	http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1083960949	
	For Partners	http://www.dwp.gov.uk/about-dwp/customer-delivery/jobcentre-plus/	
LN	Lifelong Learning Network	http://www.lifelonglearningnetworks.org.uk	
IAS	National Apprentieship Service	http://www.apprenticeships.org.uk	
NES	NHS Education for Scotland	http://www.nes.scot.nhs.uk	
NACE	National Institute of Adult Continuing Education	http://www.niace.org.uk	
NIPEC	Northern Ireland Practice and Education Council	http://www.nipec.hscni.net/	
MC	Nursing and Midwifery Council	http://www.nmc-uk.org	
1VQ	National Vocational Qualification	NVQ, look at QCF	
		See Skills for Health vocational qualifications	
PSAS	Postgraduate Students' Allowances Scheme (Scotland)	PSAS	
QCF	Qualifications Credit Framework	See NVQ entry	
SoR	Society of Radiographers	http://www.sor.org	
SFA	Skills Funding Agency	http://skillsfundingagency.bis.gov.uk	
SFC	Scottish Funding Council	http://www.sfc.ac.uk	
SHA	Strategic Health Authority	Strategic Health Authority Listing	
SAAS	Student Awards Agency for Scotland	http://www.saas.gov.uk	
STUC	Scottish Trade Union Congress	http://www.stuc.org.uk	
JLF	Union Learning Fund	https://www.unionlearningfund.org.uk	
NORD	Wales Office of Research and Development for Health and Social Care	http://wales.gov.uk/topics/health/research/?lang=en	
Direct Gov:	Public services in one place	http://www.direct.gov.uk/en/EducationAndLearning/AdultLearning/FinancialHelpForAdultLearners/index.htm	
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