

Disability and Support Policy

We welcome you and your families to come and visit us, in order to collect information and discuss your individual learning needs with both academic and pastoral staff.

You can arrange for a 'tour and talk' session at any time via the telephone or from our website.

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Admissions

We welcome applications from students who may have a physical or learning disability, a medical condition or mental health issue and recognise the rights of all learners to be treated fairly, regardless of disability.

Every effort is made to meet individual needs and we will do our very best to ensure that you have equal access to the opportunities and experiences offered.

Applications

Prospective students are asked to complete an application form which provides the first opportunity for you to disclose a disability. We want the training experience to be both rewarding and successful and actively encourage you to be completely open about your individual needs. The more information we have at point of application, the better we can plan ahead and prepare an appropriate support plan.

All learners will be invited to one of our frequently held Induction courses. At the Induction course there will be an opportunity to meet with one of the Learning Support team to discuss your learning needs and requirements in more detail.

Learning Support

A member of the Student Services team will meet with you again in the first half term to ensure that:

- your individual needs are identified

- your teachers and tutor know about your requirements
- suitable provision is made to meet your needs
- there is liaison with outside agencies if appropriate

On Course Disclosure

We always recommend that learners let us know at application stage of any learning needs they might have.

However there are always a few learners who are identified on course.

In this case the process outlined above will take place following disclosure.

Other support available

When you start at college there are other sources of help available:

- All learners have a Personal Tutor who maintains an overview of your academic progress, emotional health and wellbeing. Your tutor is the best person to speak to in the first instance if you feel that you need some extra help.
- Special arrangements during examinations and assessment are implemented by the Learning Support team, in close collaboration with the Examinations Officer.
- The company has access to and will arrange for experienced counsellors, a welfare officer and a well being coach who will listen to your concerns and help you to find a solution to any problems.
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- If you have difficulty with your work, teachers are available in specific subject areas and the staff in the Learning Zone are always on hand to assist with generic Study Skills.
- Learners may be required to attend a weekly session in the Learning Zone.

- This is a great opportunity to complete independent work as well as accessing the support available in the zone.
- Any exam arrangements we make are conditional upon you being available at the timetabled sessions in order for us to complete the necessary arrangements.

We can:

Offer you strategies to enable you to become an independent learner and during your time with us your support will 'contract' to reflect that developing independence.

Physical Access

All teaching rooms are fully accessible to all students. Disable toilet facilities are available on floor one. There are lifts available for students who need to use them.

Policy Date: 09/08/23

Policy Review: 09/08/24



Signed: