



Disability and Support Policy

At Stanfords Training Ltd, we are committed to creating an inclusive learning environment that supports the individual needs of all learners. In accordance with the Equality Act 2010, we welcome applications from learners with physical or learning disabilities, medical conditions, or mental health challenges. We are committed to fair treatment for all and make every effort to ensure equal access to the opportunities we provide.

We encourage you and your families to visit us, meet with academic and pastoral staff, and discuss your needs in a supportive setting. You can book a "Tour and Talk" session via phone or through our website.

Admissions and disclosure

We invite all prospective learners to complete an application form, which includes an opportunity to disclose any disabilities or support needs. Being open about your needs helps us plan and provide the most effective support from the start. All personal information disclosed will be handled confidentially, in line with UK GDPR and the Data Protection Act 2018. Disclosure of support needs also allows us to liaise with awarding bodies, to put in place reasonable adjustments or access arrangements for assessments and examinations.

We encourage early disclosure so that we can:

- Prepare an appropriate support plan in advance
- Involve relevant staff and agencies
- Ensure a smooth transition into training

Induction and Initial Support

All learners will be invited to one of our frequently held Induction courses. During induction, you will meet with a member of our Learning Support Team to discuss any specific needs. Where required, an Individual Learning Support Plan (LSP) will be created to document agreed adjustments, including academic, pastoral, and assessment support. These plans will be shared with relevant staff and, where necessary, coordinated with awarding bodies to ensure compliance.

In the first three months, a member of the Administration team will follow up to ensure:

- Your individual needs are identified
- Your teachers and tutor are fully informed
- Appropriate support is in place
- External agencies are involved if necessary

On-Course Disclosure

While early disclosure is encouraged, we understand that some learners may not disclose a need until after starting their course. If this occurs, the learner should inform their Personal Tutor or Administration as soon as possible. The same support process will be initiated, including:

- Assessment of support needs
- Creation or update of an Individual Learning Support Plan
- Coordination with relevant staff, external agencies, and awarding bodies (if assessments are affected)
- Implementation of agreed adjustments within two weeks of disclosure wherever possible

Learning support and available services

- All learners have a Personal Tutor who maintains an overview of your academic progress, emotional health, and wellbeing. They are your first point of contact if you need help or advice.
- Special arrangements during examinations and assessments are implemented by the Learning Support Team in close collaboration with the Examinations Officer. All arrangements are applied in accordance with DfE, Ofsted, JCQ and awarding body regulations and documented appropriately to ensure fairness and compliance.
- We can arrange support with professional counsellors, a welfare officer, or a wellbeing coach. These services are available to help you manage personal or emotional challenges.
- Subject-specific teachers are available to support with general academic skills, including reading, writing, and time management.
- Learners may be required to attend a weekly session. This is a great opportunity to complete independent work and access the support available in the zone.

Physical Access

We strive to ensure our facilities are fully accessible:

- All teaching rooms are wheelchair-accessible
- Accessible toilets are available on the first floor
- Lifts are provided for learners with mobility needs



We are here to support you every step of the way. Please don't hesitate to let us know how we can help—whether during application, at induction, or once your course has begun. Your success, wellbeing, and independence are at the heart of what we do.

Policy Date: 01/11/2025

Next Review Date: 31/10/2026

A handwritten signature in black ink, appearing to read "M Sowe", enclosed within a circular scribble.

Signed:

M Sowe (Director - Stanfords Training)