



ADDITIONAL LEARNING SUPPORT POLICY

1 Statement of policy

In accordance with the college's linked policies on equality and diversity and on disability equality, our policy for students with additional support requirements is that we encourage students to disclose their requirements and we endeavour to meet these.

In particular (extracts from the Disability Equality Policy), the college has a commitment to

- actively promoting equality of opportunity ...
- actively encouraging involvement of ...students ... who have disabilities in policy and decision making to remove barriers to access, achievement and progression
- meeting individual needs in ways that make everyone feel valued and respected in order that they can fulfil their potential
- continuing the process of inclusive learning ...

2 Application of the policy

2.1 Wherever possible, we attempt to be anticipatory in our readiness to support students.

2.2 We make additional support available to students at each stage of their college experience.

a) Through schools links, through college open evenings and through taster visits, we engage with students at an early stage.

b) For all full time students, we encourage disclosure of additional support requirements at the application stage so that we can offer specialist assistance at interview.

c) For both full and part time students, there is further opportunity for disclosure at an enquiry stage or at enrolment (personal advice or extra form) and at induction (advice/referral by tutors and completion of disclosure agreement). Teachers of part-time groups are asked to be vigilant for additional support needed by students joining their class.

d) During induction, we use initial assessment and screening, followed by individual diagnosis as appropriate, so that students then receive suitable support.

e) Students who decline to disclose during admissions and induction are further encouraged to do so by tutors for exam entry and for educational trips. Students may self-refer via the Study Advice Centres or request their tutor to refer them for specialist support at any time during their course at College.

f) Students who need support for progression also receive assistance, eg application for Disabled Students Allowance if progressing to HE.

3 Implementation

3.1 Application and admissions arrangements (detail)

3.1.1 It is college policy to consider all applications from students with disabilities on the same grounds as those applied to all students ie students are offered a place dependent upon their having the necessary skills and abilities for a specific course or training programme.

3.1.2 Students who have a disability or learning difficulty are invited to have an informal interview with a specialist from LSS Dept or from ACE academy as appropriate.

3.1.3 College policy is to integrate students needing additional support into an appropriate course by providing suitable support for each individual. However, where learning difficulties are greater, the College also has discrete courses available for students who can benefit from individually designed programmes (which may also include activities within vocational curriculum areas of the College).

3.2 Central Services

3.2.1 **The Student and Customer Services Department** provides help and support for all students in the College as well as advice and guidance for people considering coming to College. In addition, the Connexions Service provides individual support for College students and those progressing from secondary school.

3.2.2 **The Learning Support Services Department** is responsible for ensuring that any additional support that students with disabilities and/or learning difficulties studying on any course, at any level, might need, is provided effectively. Services include ..

- Support for students before and during admissions
- Dyslexia screening/testing followed by, where appropriate, formal assessment
- Specialist tutors or advisers for sensory impairments, physical disabilities, specific learning difficulties, medical conditions and mental health difficulties
- A facilitator who assesses and supports students in the use of assistive technologies
- A considerable range of specialist equipment and software
- Adapting materials, eg recording texts, enlarging texts, braille
- Provision of notetakers, communicators/signers, learning support assistants
- Special exam arrangements
- Study Advice Centres at each main college site

3.2.3 **The Skills for Life Academy** arranges for initial assessment in basic skills for all full time students and relevant part time students. Students identified as needing support receive this through dedicated specialist teacher support and deployment of learning support assistants, on the basis of an individual learning plan.

3.2.4 LRCs

The Learning Resources Centres and Open Access IT Centres are committed to developing access to all. Facilities include:

- Large print versions of LRC information sheets
- Simplified classification scheme, with images for Pre-Vocational collection
- Access to text only versions of e-learning objects via a screen reader for students with visual impairments
- Makaton symbols added to shelf guiding at North Road LRC for students with learning difficulties

- LRC induction sheets have been devised for 4 different ability levels
- Talking dictionary
- Braille versions of LRC guides, on request
- Aural versions of texts on tape
- Adapted keyboards or single touch input devices for students with physical disabilities/dexterity problems
- Big keys keyboards
- LRC and MITS staff can customise workstations and displays on PCs (e.g. enlarging text, changing background colours and font styles).

3.3 Access to Buildings

The College has two main centres: one at Lansdowne, Bournemouth, the other at North Road, Poole. There are also five smaller sites within a 10 mile radius of the main centres. In recent years the College has made considerable improvement to the accessibility of its buildings. Unfortunately, the nature of some buildings means that they still remain only partially accessible. The College has plans in progress for the imminent re-building of its two main sites and the closure of less accessible sites.

Car parking is an issue at the main sites. Students with a disability are able to apply (via College receptions) for a personally designated car parking space if they need to bring their own transport into College.

4 Monitoring

The provisions of this policy are monitored by the following:

Student and Customer Services Department:	Assistant Principal Student Support
Learning Support Department:	Director of Learning Support and Admissions
Skills for Life Academy:	Academy Director
Academy for Access and Community Education:	Academy Director

The Equality and Diversity Forum and the Disability Equality Task Group also engage in monitoring the policy.

5 General

This policy should be read in conjunction with the College Equality and Diversity Policy, the Disability Equality Policy, the Disability Equality Scheme and Action Plan, the Skills for Life Policy and the Skills for Life Strategic and Implementation Plan.

Signed: (Lawrence Vincent) **Date:** 16 March 2007

Designation: Chair of the Teaching & Learning Group

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This policy is to be reviewed by the Teaching & Learning Group and Academic Board by September 2009