

COLEG GWENT  
FURTHER EDUCATION CORPORATION  
Board Meeting

16<sup>th</sup> December 2014

Policy Review

<b>Purpose of Report:</b>	For approval
<b>Source of Report:</b>	Director (Learner Services & Skills)
<b>Decision required:</b>	To approve revised Policies

1. **Background:**

The following policy is due for review:

1. Disability Statement

In updating this policy, feedback has been actively sort via the LSG and the Additional Learning Needs Leader. All changes to the policy are highlighted in **RED**.

2. **Key Points:**

Minor amendments only, including:

- Change to job title, i.e. ALN Assessor
- Link to the Learner Portal as the location for this policy

3. **Action Required:**

The Corporation is asked to note the changes made to this Policy and to approve its amendment with immediate effect. The amended Policy will come into operational effect immediately.

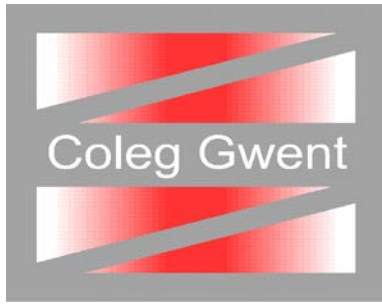
4. **Implications:**

Impact on learners: The College will continue to have an appropriate and sound policy framework in place.

Quality: The revised Policy will demonstrate good practice.

HR/Equal Opportunities: The amended Policy will be used to brief/train appropriate staff on the changes.

Chris Smith, Director (Learner Services & Skills)



**LEARNER POLICY:**

**Disability Statement**

**POLICY HOLDER:**

**Chris Smith, Director (Learner Services & Skills)**

**Last Reviewed:** 16<sup>th</sup> December 2014

**Next Review:** December 2016

**Review By:** Corporation

**Issue:** 9

This statement is also available in Welsh, large print, on audio cassette, mp3 format and Braille upon request to Learner Services at each campus.

It can also be found on the Learner Services Portal under Policies:

<http://learners.coleggwent.ac.uk>

### **What do we mean by “Learners with learning difficulties and/or disabilities” (LLDD)?**

“Learners with learning difficulties and/or disabilities” is a term, which refers to a wide range of people, including those with:

- impaired sight or who are blind;
- impaired hearing or who are deaf;
- physical impairments;
- mental health difficulties;
- cognitive learning difficulties;
- dyslexia, dyspraxia and dyscalculia;
- autistic spectrum disorders and Asperger’s Syndrome;
- acquired brain injury;
- long-term health conditions;
- memory difficulties.

People with learning difficulties and disabilities may be any age, male or female, and from any kind of background. They may have English as their first, or as an additional language. If you are unsure if you have a learning difficulty and/or disability please contact the campus Head of Learner Services.

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## Introduction

Coleg Gwent is one of the largest providers of Post-16 Education and Training in Wales. There are four main campuses with additional annexes. Approximately 30,000 learners attend the College and a wide variety of courses is available for you.

This Statement gives you information about the facilities and services at Coleg Gwent for learners with disabilities and those with learning difficulties. It includes information which will be relevant to you as a prospective learner or as someone who is already a learner at Coleg Gwent. We recommend that you should also read Coleg Gwent's current Guide which contains more general information about Coleg Gwent, our courses and facilities.

## Our Commitment to You

### Ethos – the 5 core values of Coleg Gwent

The College aims to provide Lifelong Learning for all. We will try to ensure that we provide you with:

- **E**xcellence in teaching and learning, e.g. managers, teachers and support staff have a responsibility for meeting learners' needs and for being enthusiastic, courteous, approachable, professional and inspirational
- **T**rust, honesty and respect for everyone, e.g. staff should be respectful to everyone, whatever their race, disability, age, gender, religion or sexual orientation and also treat everyone as an individual and be supportive, caring and constructive
- **H**igher achievement, e.g. provide an atmosphere which combines the encouragement of high standards and expectations
- **O**pportunity and Choice for All, e.g. the College will recruit learners with their best interests in mind and also support and encourage extra-curricular activities for all learners
- **S**hared Responsibility for success, e.g. realise and celebrate your contribution to the success of the College

## **Strategic Equality Plan**

The College aims to build a community which offers equality of opportunity to both staff and learners. The College's Strategic Equality Plan sets out how the College tries to promote a College-wide understanding of the principles and practice of equal opportunities. The College takes action to identify and remove all practices and procedures which discriminate unfairly.

We aim to provide equality of opportunities for all our learners and will do what we can to provide such resources and learning opportunities that may benefit our learners.

## **Admissions Policy**

We recommend that you tell us about any disability or learning difficulty you may have as early as possible (and ideally when you first make an enquiry about a course) so that we can discuss your needs with you. We will at all times approach matters sensitively and discreetly.

Whether or not you inform us in advance of any disability or learning difficulty we recommend that you come along to the College to view the facilities and the environment for yourself.

It is essential that both you and the College are clear about your needs and what can be done to ensure the best learning experience and outcome for you. We can offer prospective learners who have informed us about a disability or learning difficulty an appointment for an assessment of individual needs.

Once any support needs have been put in place, there may be occasion where we will need to review its appropriateness, e.g.:

- Where support needs becomes more complex over a period of time, to the extent that we are no longer able to adequately provide that support, and
- Where behaviour, which is not of a disciplinary nature, begins to affect a learner's progress and/or the progress of other learners.

In these cases, it is in your best interests for us to review your support needs. This may result in a referral onto the most appropriate agency if we are no longer able to provide you with the support you need.

## How do I apply?

All campuses of Coleg Gwent have members of staff who deal with services to learners. You can telephone, write, fax, e-mail or go in person to the campus.

The Heads of Learner Services at each Campus are:

<p><b>June Bridgman/Ann Johns</b> City of Newport Campus Nash Road NEWPORT NP19 4TS Tel: (01633) 466000 Fax: (01633) 466100 Email: <a href="mailto:newport@coleggwent.ac.uk">newport@coleggwent.ac.uk</a></p>	<p><b>William Mason</b> Crosskeys Campus Risca Road CROSSKEYS NP11 7ZA Tel: (01495) 333456 Fax: (01495) 333386 Email: <a href="mailto:crosskeys@coleggwent.ac.uk">crosskeys@coleggwent.ac.uk</a></p>
<p><b>Sian Hughes</b> Pontypool &amp; Usk Campus Blaendare Road PONTYPOOL NP4 5YE Tel: (01495) 333102, or (01495) 333019 Fax: (01495) 333130 Email: <a href="mailto:pontypool@coleggwent.ac.uk">pontypool@coleggwent.ac.uk</a></p> <p>Usk Campus The Rhadyr USK NP15 IXJ Tel: (01495) 333638, or (01495) 333102) Fax: (01495) 333629 Email: <a href="mailto:usk@coleggwent.ac.uk">usk@coleggwent.ac.uk</a></p>	<p><b>Julie Holt</b> Blaenau Gwent Learning Zone Lime Avenue Ebbw Vale NP23 6GL Tel: (01495) 333000 Fax: (01495) 333099 Email: <a href="mailto:ebbwvale@coleggwent.ac.uk">ebbwvale@coleggwent.ac.uk</a></p> <p>College Admissions City of Newport Campus, Nash Road, Newport NP19 4TS. Tel: (01495) 333700 <a href="mailto:centraladmissions@coleggwent.ac.uk">centraladmissions@coleggwent.ac.uk</a></p>

If you are unsure about which course to choose, we can arrange for you to talk to a Student Services Advisor.

There are Open Days and Information Evenings where you can visit any campus. These are advertised in the local press and the College website, or you can phone for information.

You may be invited to attend for an individual information session through your school, careers advisor or by sending in an application form, by phoning or by writing to request an information session. Prospective learners are always welcome to visit the College to meet with staff.

When you fill in our application form there is a space on the form for you to tell us about any additional support needs you may have. This information is only used to record your need for extra help in College.

At your information session you will have a chance to tell the College about your support needs. We will discuss with you what additional resources are available to meet these needs during your programme of study.

Experienced members of staff, usually the **ALN Assessors**, are available at each campus to discuss such requirements with you.

### **What will happen when I first start College?**

At the beginning of your course, as with all learners, you will have an Induction. This is when we tell learners about the College, staff, their courses; give you general College information, e.g. details about the Personal Emergency Evacuation Plans and also get to know you a little better.

If you indicated that you have a disability and/or learning difficulty and it has not already been done, an assessment of your need will be carried out. Where this is feasible appropriate support will then be arranged.



## Are there specialist members of staff to help me?

Following an assessment of your support needs, the following specialist support staff may be available to help you while you are on your course. These include:

- Independent Living Skills staff who teach a range of entry level courses
- Support staff (to help with literacy, numeracy and study skills)
- Deaf support staff to help with communication (lip-reading or signing)
- Additional Support Assistants who can help you in class and to access College areas
- Learning Support Advisers who are based in the Learning Centres
- Individual Counselling Service
- **ALN Assessors** who can carry out diagnostic assessments

Some of the key members of staff who can help you are identified in the table below:

Campus	ALN Assessor	Other helpful staff for support	Where?
BGLZ	Glyn Price	Philip Carter Gaynor Pinney	via reception or (01495) 333077 (01495) 333022
Crosskeys	Rhian Morgan	Julie Benger	via reception or (01495) 333417
Newport	Elaine Webber	Elaine Ford	via reception or (01633) 466127
Pontypool	Lisa Wallis	Helen Murray Ghislaine Fossey	via reception or (01495) 333070 (01495) 333153
Usk	Lisa Wallis	Sherrie Harris	via reception or (01495) 333684

## **Do you have specialist equipment to help me on my course?**

There is a wide range of specialist equipment available within the College. For further details contact the campus [ALN Assessor](#).

In addition to the specialist equipment, many computers are loaded with MyStudyBar, the assistive technologies software that is available on all PCs. Whilst the College cannot guarantee the availability of any particular equipment, it will take such reasonable steps as it can to ensure that the equipment is available to meet individual learner's needs.

## **Can special arrangements be made for exams?**

You may have a disability or learning difficulty which will put you at a disadvantage in the examination assessment. You will need to tell the Head of Learner Services at your campus and explain what your situation demands. The College can apply for special examination and assessment arrangements to enable you to prove your learning by appropriate means.

However, it is your responsibility to ask for a formal assessment of disability or learning difficulty or for adapted examination facilities. We can help but we cannot do that for you. It is important to start this process in good time. We will try to make it as easy as possible. It is the College's responsibility to ensure that you know about facilities provision and commitment and to deliver the conditions and opportunities that have been agreed with you.

The College can only adapt the conditions for academic assessments to meet individual needs if a formal assessment has been made and you have supplied appropriate evidence. This should tell us why you are unable to be assessed by the methods approved by the programme of study. If you are assessed as requiring special examination arrangements that are allowed by the examining body then your tutor will arrange this for you with the Examinations Officer at the campus.

Some examples of arrangements are:

- A reader or writer
- Extra time to carry out an examination or assessment
- Height adjustable examination desks

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- A rest break during the set examination time
- Specially prepared papers by the exam boards (e.g. enlarged print or special colours)
- The facility to type your answers onto a computer
- An interpreter for Oral and listening examinations

If you become disabled or suspect that you have a learning difficulty after you become a learner at the College it is equally important that you notify the Head of Learner Services at the campus at which you study so that where possible appropriate measures can be put in place to support you and to meet your needs so as to enable you to continue with your studies.

### **What about transport?**

Transport arrangements depend on the mode of attendance or study and the campus at which you are to study. There is a College transport policy, details of which are available through the Student Services Assistant at your campus. Arrangements and costs for transport can also vary depending on which county you live in. You can find out more from them by contacting the Pupil Services Department at your local county council office.

## What do I do if I have a complaint?

All learners have access to the College's Complaints Procedure. All complaints are taken seriously and the College is committed to being responsive to your needs. We will try to deal with all complaints thoroughly, fairly and as quickly as possible. All complaints, regardless of nature, will be dealt with through these procedures, which are available at: <http://learners.coleggwent.ac.uk>  
You can also ask for help from the **Student Services Assistants at Reception**.

## General Information

Copies of all policy documents are kept at the Learning Centre at each campus and are available to all learners. They are available on request to either the Learner Centre Manager or Learning Support Advisor, within the Learning Centre. The policies are also available on <http://learners.coleggwent.ac.uk>

If you have any questions in relation to these policies please ask the Head of Learner Services on your campus. Five key documents are:

- Student Charter
- Strategic Equality Plan
- Student Disciplinary Policy & Procedures
- Appeals Procedure

The College recommends that you read these documents and if you have any questions raise them with the Head of Learner Services.

The College monitors the composition of its learner cohort and its policies and procedures to ensure that its Strategic Equality Plan is being properly implemented. All learners and prospective learners are requested to co-operate in the monitoring process.

## **Staff Development Policy**

The College is continually developing awareness amongst staff in issues relating to disabilities and learning needs. Learners are encouraged to lead or participate in staff development events on disability issues. If you would like to be involved please contact the Head of Learner Services.

## **Careers Centre**

The Careers Centre is usually located in the Learning Centre at each campus. Here you will find a range of resources relating to careers information and advice and you can also find out about part time and full time job vacancies, placements and training schemes.

## **Counselling Services**

The Coleg Gwent Counselling Service offers a confidential, safe and supportive environment where you can talk over any difficult issue that is affecting your life. Counsellors will not tell you what to do, but they will respect your rights and will support you in making your own decisions. Each campus has its own counsellor; you can contact them yourself via the Student Services Advisors, or ask a tutor to do so on your behalf.

## **Disability Forums**

The College holds forums once a term for staff and learners to discuss disability matters. These are informal meetings, usually held over lunchtime, where any concerns or good ideas can be raised. We also aim to have a guest speaker at each meeting which allows you a chance to talk directly to some of the College's decision makers about services and facilities and how we can improve these for learners with disabilities and/or learning difficulties.

## **Outside Agencies**

Where appropriate, Coleg Gwent will work with the local education authority and other outside agencies to ensure as far as possible that your learning and personal needs can be met.

## Are there any other organisations that can help me?

### **National bodies:**

#### **RNIB**

(Royal National Institute for the Blind)

Website: [www.rnib.org.uk](http://www.rnib.org.uk)

Tel: 0845 702 3153

#### **RNID**

(Royal National Institute for the Deaf)

Website: [www.rnid.org.uk](http://www.rnid.org.uk)

Tel: 0808 808 0123

#### **SKILL**

(National Bureau for learners with Disabilities)

Website: [www.skill.org.uk](http://www.skill.org.uk)

Tel: 0800 328 5050

#### **MENCAP**

(Voice of learning disability)

Website: <http://www.mencap.org.uk/>

Tel: 0207 454 0454

#### **Dyslexia Action**

Website: <http://www.dyslexiaaction.org.uk/>

Tel: 01784 463851

#### **British Dyslexia Association**

Website: [www.bda-dyslexia.org.uk](http://www.bda-dyslexia.org.uk)

Tel: 0118 966 8271/2

#### **National Society for Epilepsy**

Website: [www.epilepsynse.org.uk](http://www.epilepsynse.org.uk)

Tel: 01494 601400

(Helpline 10.00am - 4.00pm Mon-Fri)

#### **Dyspraxia Foundation**

Website: [www.dyspraxiafoundation.org.uk/](http://www.dyspraxiafoundation.org.uk/)

Tel: 01462 454986

(Helpline - 10 am - 1 pm Mon – Fri)

#### **ADDISS**




(Attention Deficit Disorder Information and Support Service)

Website: <http://www.addiss.co.uk/>

Tel: 020 8952 2800

## What do you think?

Has this document been useful? Please put a tick in one box by the side of each question to help us improve this document further

	 Good	 Not Sure	 Not Good	COMMENT
Do you like the layout?				
Is the information clear?				
Is the document useful to you?				

Comment:

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Has this document made a difference to you while in college?

Yes  No

If YES How:-

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*Please return to the Learner Services Helpdesk at your campus*

THANK YOU