



# DISABILITY STATEMENT

# OUR MISSION

**Our mission is to support inclusion through initial assessment of need, provision of specialist support and additional resources, differentiation of learning resources, specialist transport and support with special exam arrangements.**

**We work with learners across all college provision, both in the classroom and in the wider college environment, with education, training, social and personal care support.**

**We work in partnership with teaching staff to provide a holistic approach to supporting learners, which is regularly reviewed and our aim, where possible, is to guide the learner towards independence.**

**The specialist knowledge of our staff, combined with an excellent bank of resources and access software, was recognised in November 2006 when the additional learning support team received the news that they had won the Beacon Award for Inclusive Learning for Students with Learning Difficulties and/or Disabilities. We continue to build on this success and are regarded as an outstanding provider for students with learning difficulties and/or disabilities through the enthusiasm, dedication and skills of the additional learning support team.**

# CONTENTS

Introduction	3	
How to contact us	4	
Disability and the Equality Act	5	
What to expect	6	
SPECIALIST SUPPORT	7	
Support for visual impairment	7	
Support for behaviour	8	
Support for dyslexia	9	
Support for autistic spectrum disorders	10	
Support for deaf/hearing impaired	11	
Assistive technology and communication aids	11	
Support for physical disability or complex needs	14	
Support for mental health	14	
Student services support	15	
Different types of learning	17	
Additional information and accessibility	18	

# INTRODUCTION

Vision West Nottinghamshire College values all learners equally. It acknowledges differences and supports learners developing in their own time and in their own way. The college fully supports inclusive learning and tries to match its provision with the individual needs of learners.

There is a comprehensive range of services at all campuses which include:

- ▶ support for learners with emotional and behavioural difficulties e.g. ADHD
- ▶ referral to professional counselling services
- ▶ links with mental health workers
- ▶ a team of learning support assistants who provide classroom and personal care assistance
- ▶ dyslexia support tutors
- ▶ a team of communication support workers for the deaf/hearing impaired
- ▶ a team who provide support for learners with an autistic spectrum disorder e.g. autism and Asperger syndrome
- ▶ co-ordinators for: physical disabilities/complex needs, dyslexia, deaf/hearing impaired, blind/visually impaired, emotional and behavioural difficulties/mental health/ASD (autistic spectrum disorder)
- ▶ a range of assistive technology, software and resources to enable access and inclusion to the college

- ▶ advice and guidance to help you manage any medical needs
- ▶ special exam arrangements.

Support should be negotiated as soon as possible and staff can be involved pre-entry for advice and guidance where necessary.



# HOW TO CONTACT US

## The additional learning support team

The disability co-ordinators are your key specialist contacts for additional learning support. They are the people who will be most involved in organising your support with you. They are happy to work with learners prior to joining the college and at any time after enrolment.

In addition, each school of learning has its own ALS co-ordinator, usually a member of the teaching team, who is there to offer advice and guidance to you and your tutors. These two teams work closely with learners, teaching staff and cross-college teams to ensure that appropriate support and special arrangements are provided where needed and are maintained and reviewed regularly.

**For information about your ALS co-ordinator ask your tutor or contact the ALS team on 01623 627191 ext 8086.**

Sally Shelton, additional learning support manager, ext 8576

Rachel Ward, additional learning support funding administrator, ext 8086

Ella Brookes, co-ordinator for learners who are deaf or hearing impaired, ext 8391

Susan Cope, co-ordinator for learners with physical disability and/or complex needs, ext 8089

Rachel Fletcher, co-ordinator for learners with a visual impairment, ext 8722

Sharon England, co-ordinator for dyslexia, ext 8087

Angela Taylor, co-ordinator for learners with behaviour, autistic spectrum or mental health support needs, ext 8088

## Staff expertise

The additional learning support team at the college has highly qualified, experienced staff in the field of disability. Some staff in the service have teaching qualifications and many have qualifications in their specialist field. Vision West Nottinghamshire College has an ongoing programme of staff development around various disability issues.

The additional learning support manager can give you more details on qualifications and experience of team members and how they may support you.





## Disability and the Equality Act

From 1 October 2010, the Equality Act replaced most of the Disability Discrimination Act (DDA). However, the Disability Equality Duty in the DDA continues to apply. The Act gives disabled people rights, placing duties on those providing goods, facilities and services to make reasonable adjustments and ensure that they do not discriminate against disabled people.

You can get advice and support from the additional learning support team who will advise on what adjustments can be made and work with you to try and meet your needs. To do this it is essential that an assessment of the individual's ability and support requirements are carried out and a support plan agreed.

How can we help?

- ▶ Provide an opportunity for individuals to disclose information in a confidential and discreet manner.
- ▶ Discuss with learners at interview what they require to enable them to complete their course.
- ▶ Involve a member of the additional learning support team, if necessary, for advice on specific needs.
- ▶ Ensure that an initial assessment of need is carried out.
- ▶ Provide support to meet individual needs.

**For further information on training, awareness-raising or general advice, please contact us on 01623 627191 ext 8086.**

# WHAT TO EXPECT

Before we can provide you with the support and encouragement that you might need to access college, we need to gather as much information about you as we can. This will involve understanding what your abilities are, any areas of difficulty or concern, your preferred learning styles, and what your goals and aspirations are. It is only when we have carried out this assessment that we can establish how we are able to support you in your learning experience.

We use a variety of means to help in this process including:

- ▶ transition information from previous schools and colleges
- ▶ the interview and application form
- ▶ assessment of need carried out by a specialist e.g. FE tutor of the visually impaired, teacher of the deaf
- ▶ initial diagnostic screening of your English and maths skills'
- ▶ individual learning plans
- ▶ induction
- ▶ tutorials
- ▶ progress reviews.

## Staff expertise

We aim to meet the needs of all learners who apply to join a course at Vision West Nottinghamshire College. With this in mind, careful consideration is given to the prospective learner and how their identified needs can best be met.

This involves:

- ▶ consideration of the appropriateness of the course in meeting skills and abilities, alongside academic achievements
- ▶ ensuring that the appropriate support and provision can be made available
- ▶ risk assessments
- ▶ health and safety at work considerations
- ▶ maintenance of academic standards
- ▶ resource needs/implications
- ▶ practicality of providing the service(s)
- ▶ advice and guidance about possible alternatives/ options.

# SPECIALIST SUPPORT

## Learners with a visual impairment (VI)

The college has a specialist VI team of support workers who provide one-to-one support across the college sites. A package of support is provided for each learner to ensure individual needs are met.

Support includes access to:

- ▶ assessment and support from a qualified FE tutor of the visually impaired
- ▶ support from a VI support worker
- ▶ large print, Braille and tactile resources according to individual need
- ▶ mobility training
- ▶ the latest VI software and technology
- ▶ specialist equipment and optical aids such as CCTVs and laptops
- ▶ special arrangements for examinations and assessments
- ▶ VI awareness-raising across college
- ▶ adaptations to the environment

**For further information please contact the ALS team on 01623 627191 ext 8722.**

*"I am very happy with the support I get at college as it helps me stay included in the class."*

Childcare student

*"I am pleased with the support I receive and I feel it has helped me to progress in the subjects I have chosen. . . The large print resources are really good and make it easier for me to access the materials that are required for lessons."*

A Level student





## Learners who need behavioural support

Learners can refer themselves through the application process or tutors may refer them at any time during their course. Information is confidential and will only be forwarded and acted upon with the learner's agreement.

We can offer direct and indirect support.

Direct support includes:

- ▶ access to a one-to-one learning support assistant both in class and/or at break and lunchtimes if necessary
- ▶ support to aid socialisation/communication and overcome difficulties.

Indirect support includes:

- ▶ designing and supporting behaviour plans
- ▶ guidance on classroom management strategies
- ▶ advice and guidance on confidence and low self-esteem
- ▶ information regarding difficulties such as attention deficit hyperactivity disorder (ADHD)
- ▶ specific support for learners with autism and Asperger syndrome.

**For further information please contact the ALS team on 01623 627191 ext 8088.**



## Dyslexia support services

The dyslexia support service offers support for learners through in class support or out of class specialist tutor support. We also offer advice and guidance, assessment for exam access arrangements, specialist resources and strategies for overcoming difficulties.

Learners can refer themselves through the application process or at any point during their course.

Their tutors may refer them by mutual agreement. Reports are confidential and will only be circulated and acted upon with the learner's agreement.

For dyslexia we can offer:

- ▶ initial screening
- ▶ specialist assessment where appropriate
- ▶ additional support in theory classes
- ▶ additional support from a specialist tutor
- ▶ specialist software where appropriate
- ▶ laptop on specialist recommendation
- ▶ training in the use of laptops and software where appropriate
- ▶ study skills
- ▶ special examination arrangements where recommended

- ▶ use of colour filters where recommended
- ▶ advice and guidance
- ▶ transition advice for Higher Education
- ▶ note-taking and adapted resources.

**For further information please contact the ALS team on 01623 627191 ext 8087.**

*"I wouldn't have got as far as I have without support. I enjoy the ALS session and feel that it can help me to progress further."*

Functional Skills student

*"I have found support very helpful when writing assignments and keeping to deadlines. My confidence has grown since I've been coming here."*

Childcare student



## Learners with autistic spectrum disorders

The college has a specialist ASD team who are committed to providing the necessary support to enable learners with an autistic spectrum disorder to achieve their full potential.

Learners can refer themselves through the application process or tutors may refer them at any time during their course. Information is confidential and will only be forwarded and acted upon with the learner's agreement.

We can offer direct and indirect support.

Direct support includes:

- ▶ one-to-one learning support assistant both in class and/or at break and lunchtimes if necessary
- ▶ support to aid socialisation/communication and overcome difficulties

Indirect support includes:

- ▶ information regarding different syndromes such as Asperger syndrome, or other forms of autistic spectrum disorder
- ▶ gathering background information
- ▶ awareness-raising
- ▶ designing and supporting learning plans
- ▶ exam access arrangements where recommended

- ▶ direct liaison with educational psychologists, child and family therapy services
- ▶ development of social and communication skills
- ▶ access to a quiet room for private study or chill out space.

**For further information please contact the ALS team on 01623 627191 ext 8088.**

*"My Asperger's makes me feel anxious and stressed. Support helps me cope through these feelings, so I can concentrate on my work. I often feel anxious when I compare my work to others but support gives me the confidence to recognise that I should work at my own pace."*

Interactive media student





## Deaf/hearing impaired (HI) learners

The college has a specialist team of communication support workers (CSWs) who support deaf/hearing impaired learners in and outside the classroom. All communication support workers are qualified to British Sign Language (BSL) Stage 2 or above.

Their role involves communication support, note-taking and modifying and adapting the language of worksheets, videos and assignments. They liaise closely with course tutors and work under the supervision of a co-ordinator for deaf/HI learners.

The role includes supporting deaf learners in the following activities:

- ▶ Assessing needs and initial guidance.
- ▶ Involvement in admissions procedures, interview and induction.
- ▶ Organising and co-ordinating in-class support for deaf learners.
- ▶ Examination arrangements for deaf learners.
- ▶ Links with outside agencies.
- ▶ Modifying language and transcribing learners' written English.
- ▶ Involvement in transition from school and to universities/employment.

**For further information please contact the ALS team on 01623 627191 ext 8391.**

*"I feel the support I have is vital and without this I would not be where I am on Level 3."*

Graphic design student

## Assistive technology and communication aids

We have a number of staff who support learners to succeed at their course of study by using assistive technology and communication aids. This often involves adapting college computers to meet individual needs or providing specialist equipment; for example, trackballs instead of the standard computer mouse.

The type of support provided varies from an initial assessment to ongoing support/training throughout the course. Within the college there is a variety of equipment to support learners with physical, sensory and learning difficulties. If a specialist piece of equipment is required to meet an individual need the college will endeavour to purchase it within financial constraints.

Learners who use communication aids will be offered appropriate support via links with speech and language therapy services and individual companies e.g Dynavox and Prentke Romich. We will assist you in maintaining and developing your communication skills whilst you are at college.

**For further information please contact the ALS team on 01623 627191 ext 8089.**









## Learners with physical disability or complex needs

We have a co-ordinator for learners with physical disabilities or complex needs who works closely with special schools to maintain links and prepare for transition. The role includes supporting learners in the following ways:

- ▶ Assessment to determine mobility problems, personal care (including meal times), classroom strategies and other support needs.
- ▶ Support linked to need and ability provided by a team of learning support assistants.
- ▶ Facilities available for personal care.
- ▶ Liaison with external agencies e.g. parents, social services, community learning disabilities team.
- ▶ Ongoing contact with course tutors and other college staff and the monitoring of the college environment with regard to access, mobility and medical needs.
- ▶ Alternative arrangements for examinations and assessments.

We continue to improve our facilities for learners with restricted mobility. All of the college centres are accessible to wheelchair users – some have lifts, automatic doors, specific toilets for the disabled and changing facilities.

**For further information please contact the ALS team on 01623 627191 ext 8089.**

## Learners who require mental health support

The college employs a senior learning support assistant (SLSA) for mental health who provides assessment and support for learners with a range of mental health issues, including anxiety, depression, psychosis and personality disorder.

If you have an identifiable mental health difficulty, problem or concern, please inform us before the start of your course. Should you feel that you require support once you have begun your course, you can arrange a meeting with the mental health SLSA via your tutor or through the additional learning support service.

**For further information please contact the ALS team on 01623 627191 ext 8088.**

*“When I first started college, I wasn’t confident enough to realise I could do the course. My LSA has been extremely supportive and encouraging. I still have a long way to go but with support I know I will do well.”*

Business administration student

*“The support I get at West Notts is brilliant... they understand the problems I have with my disability.”*

Childcare student

# STUDENT SUPPORT SERVICES

## Counselling service

Vision West Nottinghamshire College works in partnership with the Shire Counselling Service (SCS) to provide counselling support. SCS is registered with the British Association for Counselling and Psychotherapy (BACP). Confidentiality is maintained according to guidelines set out by the BACP.

Should you feel that you require counselling support contact your tutor, support coach or the senior LSA for mental health who will refer you to the relevant person. There is no cost associated with this service.

## Support coaches

We have a team of support coaches who are here to provide support in order to ensure you do not fall behind with your studies. They are here to provide that extra bit of help to ensure you achieve a positive outcome and progress onto your next step.

Last year we supported learners with:

- ▶ domestic violence
- ▶ eating disorders
- ▶ homelessness
- ▶ managing relationships
- ▶ sexual health issues.

Student support is here to help you with:

- ▶ careers advice and guidance, ext 8173/8558
- ▶ financial support, ext 8256/8179
- ▶ getting active, ext 8715
- ▶ personal issues, ext 8765
- ▶ volunteering, ext 8655.

## Sport development

The sport development team promote equality through a broad offer of sport and physical activities which embraces students regardless of age, gender, ability or disability.

From football to Zumba, golf to goalball, we have a huge variety of different sports to get involved in. Further activities we offer include sitting volleyball, visually-impaired 5-a-side football and inclusive cricket sessions.

And when the college isn't open, our strong links with sport clubs within the community allow for continued participation in almost any sport.

**For further information please contact the sport development team on 01623 627191 ext 8715 or 8142.**





# DIFFERENT TYPES OF LEARNING

## Foundation studies

Foundation studies offer a range of courses designed particularly to meet the needs of young people and adults who have a learning difficulty and/or disability. These courses are delivered through a wide range of subjects and activities and take account of individual needs and abilities. There is much emphasis on transition planning and support to enable progression within the area or onto the wider college curriculum.

Courses range from part-time to full-time, and offer the opportunity to gain appropriate skills and educational experiences to enable access and progression within the college. Depending on which course is most suitable to meet your needs, you may study a range of the following core subjects and options:

- ▶ Functional Skills
- ▶ Personal development
- ▶ Careers guidance
- ▶ Work preparation skills
- ▶ Independent living skills
- ▶ Health and relationships
- ▶ Money matters

**For further information please contact the foundation studies team on 01623 627191 ext 8028.**

## Higher Education

A Disabled Student Allowance (DSA) will help to pay for extra costs incurred by learners who have a disability during their course of Higher Education.

This allowance can help with the cost of:

- ▶ a learning support assistant
- ▶ a note-taker
- ▶ items of specialist assistive technology and software
- ▶ any training requirements to use the equipment
- ▶ extra time with specialist tutors, ie dyslexia.

An online application may be made at **[www.gov.uk/disabled-students-allowances-dsas](http://www.gov.uk/disabled-students-allowances-dsas)**

**If you need any further information and advice about applying for a DSA through Student Finance England, please contact us on 01623 627191 ext 8391 or 8086.**

## Support for apprentices

Additional learning support can be provided for any apprentice with additional learning needs (ALN) or additional social needs (ASN). For those with exceptional needs, support will be agreed in advance.

Please speak with your work-based learning advisor for further details and advice.

# ADDITIONAL INFORMATION

## Special arrangements for exams

If you have a learning difficulty and/or disability the usual format for exams may not be suitable for you. Special arrangements may be made for you – e.g extra time, amanuensis or your exam papers enlarging – subject to assessment and should be reflective of your usual way of working.

It is very important that you discuss this with your tutor or disability co-ordinator as soon as possible to allow plenty of time to make arrangements.

## Admissions

Admissions deal with full-time enrolment. All applicants need to complete an application form and attend an interview before enrolling onto a full-time course.

If an applicant identifies on the application form that they require additional support then the additional learning support team will be asked to contact the applicant to offer an assessment of support needs.

## Information centres and reception

There is easy access to the reception and information centres at all campuses. Although reception and information is on the first floor at Derby Road there is a lift or easy access via a bridge from the main road.

We also have a minicom located at the Derby Road campus.

Information can be made available in other formats by contacting the information team who will be only too happy to help.







## Learning resources

The learning resources team tries to ensure that resources are accessible to all learners. This is done in a number of ways. The learning resource centres have access to specialist equipment to help learners who require assistive technology e.g 21" monitors, touch screen monitors, CCTV, trackballs and large keyboards. This equipment is also available in teaching areas where required.

Specialist software has been purchased to assist learners in accessing resources via IT; Read and Write Gold and Supernova are examples of this. Guides to the learning resource centre and stock are adapted to meet individual needs of learners with a visual impairment.

Sign-supported videos are available and there is great emphasis upon ensuring that all centres are physically accessible. Staff are friendly and supportive of all our learners and some have received training in the use of the equipment that is available.



## **Transport guidelines: learners who are entitled to Local Authority (LA) transport**

If you receive support with transport at school it is likely that you will continue to be able to access transport for your course at college. The ALS team will offer all learners entitled to LA transport advice and guidance around transport arrangements.

Important information for learners who are not entitled to LA transport:

- ▶ Learners unable to use/access public transport may be offered a place on the college mini-bus.
- ▶ The mini-bus is adapted to meet the needs of wheelchair users.
- ▶ If a learner is unsuccessful in obtaining a place on the college mini-bus, transport arrangements then become the responsibility of the parent/ carer.
- ▶ The student finance team can give advice about travel cost assistance – MegaRiders/free buses.
- ▶ When making decisions about financial support, all benefits will be taken into account.
- ▶ Learners in receipt of mobility allowance or who have use of a mobility vehicle will be considered a low priority.

**For further information please contact the ALS team on 01623 627191 ext 8089.**

## **Complaints and appeals procedures**

Vision West Nottinghamshire College will try to make your time with us a pleasant, enjoyable and rewarding experience. However, there may be a time when you wish to complain about a specific aspect of your college experience.

If you do, the procedures for making a complaint are set out in the student handbook and in the 'about us' section of our website at **[www.wnc.ac.uk](http://www.wnc.ac.uk)**

Any learner requiring an advocate to support them in making a complaint should contact the customer services team. Alternatively, you might prefer to choose one of your friends or someone from your family instead.

Other support is also available, if required, to assist if you wish to make a complaint (such as communication support).

## Are the college campuses accessible for YOU?

Vision West Nottinghamshire College operates from three main campuses and many community venues. If you require any assistance with access to any of our sites or facilities, please contact the ALS team on **01623 627191** ext **8089**.

For learners or staff with a hearing impairment there is a portable hearing loop available for installation in any room. There are minicom telephones provided in the reception areas at Derby Road.

Within the car parking facilities at all centres there are reserved spaces for people with a disability. The college also makes provision for inter-site transport for learners with restricted mobility.

The college makes every effort to make reasonable provision for access to people with a disability wherever possible. We continue to monitor our facilities and resources prioritising action for improvement year on year.

Further information about each of the college centres, including additional facilities, physical access, maps, bus timetables etc are available from student services.

This disability statement is also available on request on audio cassette and large print format and can be found on the college's website at **[www.wnc.ac.uk](http://www.wnc.ac.uk)**

## Derby Road

This is the largest campus. The ramped entrances are accessible through automatic doors. The site has a multi-storey block which has four passenger lifts. There are a number of accessible toilets and two changing facilities for people with a disability. The majority of the specialist provision for learners with learning disabilities is based at this campus.

## Construction Centre (Station Park)

The state-of-the-art construction campus is based in Kirkby-in-Ashfield. There is parking for blue badge holders on-site and accessible toilets are available. The building is accessible with ramps and a lift to the first floor classroom areas.

## Engineering Innovation Centre

The modern state-of-the-art facility is based in Kirkby-in-Ashfield. There is parking for blue badge holders on site and accessible toilets are available. The building is accessible with a lift to the first floor classroom areas.



Site	Derby Road	Construction Centre	Engineering Innovation Centre
Car parking	✓	✓	✓
Toilets	✓	✓	✓
Ramps	✓	✓	✓
Lifts	✓	✓	✓

# VISION West Nottinghamshire College

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