

SOUTH NOTTINGHAM COLLEGE

DISABILITY STATEMENT

2006 - 2007

SOUTH NOTTINGHAM COLLEGE
Disability Statement 2006 - 2007
(previous statements 1996, 1998, 1999, 2000, 2001, 2002, 2003,
2004,2005,2006)

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This statement is available on request in the following formats:

Large print

Braille

On audio-cassette for blind and visually impaired people

On tape in BSL for deaf people.

Other formats may be available. Please contact the Student Support Manager for discussion and further information.

Disability Statement – SOUTH NOTTINGHAM COLLEGE

SECTION 1

I MISSION STATEMENT

Our mission is to deliver high quality education and training that enables all members of our community to develop their skills and knowledge throughout life and which will contribute to greater economic prosperity and social cohesion in our region.

THE COLLEGE AND ITS STUDENTS

Values

We believe:

- ❖ That the aim of the College is to provide high quality learning provision while recognise that there is always scope for improvement
- ❖ That the College should seek out and be responsive to the feedback from customers (students, parents, employer, etc) to identify areas for improvement.
- ❖ That the College should ensure that all students fulfil their potential
- ❖ That sound systems of learner support and an ethos of respect for the individual enable more effective learning and greater achievement by students

LONG TERM OBJECTIVES

The College seeks to:

- ❖ Develop more flexible and accessible methods of delivery to enable students to learn at times, speeds and in places which are appropriate to their needs
- ❖ Provide a positive learning environment which encourages all students to complete their studies successfully
- ❖ Invest in the learning environment which encourages all students to complete their studies successfully
- ❖ Invest in the learning environment and physical resources which reflect and enhance the range of the College's provision
- ❖ Develop learning support and guidance facilities in line with the widening participation by all parts of the community
- ❖ Provide a wide range of opportunities for appropriate assessment and recognition of achievement

II STUDENT CHARTER

South Nottingham College is committed to a high quality training education, training and support service for all its students. The Student Charter outlines the standards of service we will offer you so that you choose the course that best meets your needs and ensures that we continue to support you throughout your time with the College. The Student Charter sets out our aims and has information on:

- ❖ Information about the College and your programme
- ❖ Admissions
- ❖ Fees, charges and financial support
- ❖ Teaching and learning
- ❖ Quality assurance
- ❖ Guidance and Counselling
- ❖ Equality and Diversity
- ❖ College Environment
- ❖ Employers and the local community
- ❖ Complaints
- ❖ Commendations and suggestions
- ❖ The College Governors

Copies of the Student Charter are available from reception at the West Bridgford, Charnwood, Hygate and City Learning Centres, the libraries and the Student Centre.

III STUDENT SUPPORT POLICY STATEMENTS

1. The College is responsible for ensuring that all learners have access to student support at all stages of their contact with the college. This includes access to Guidance/advice, Counselling, Finance/Welfare Advice, Additional Learning Support, Careers and Childcare.
2. The information provided to learners will be in a form, which is clear to the learner, i.e. at an appropriate level and in an accessible language.
3. Learner's individual learning goals and any additional support necessary to achieve them will be clearly identified, regularly assessed, recorded and reviewed.
4. The college will ensure that the learning environments in its wider sense, will match the individual needs and requirements of learners, and that learners will be included in aforementioned assessment.
5. Individual arrangements for learning and other support (for example, use of Learning Support Assistants, Communication Support Workers, and support from external agencies will be contracted and recorded.
6. Support of Learners will be monitored and systems will be in place to ensure quality provision.
7. The tutor (with input from Student Support Team as appropriate) has responsibility for ensuring learners needs are appropriately met. Ultimately this is the responsibility of the Curriculum Directors through their Programme Area Managers and Tutors.
8. The support provided will be appropriate to the environment in which the learning takes place and should cover a wide range of options to enable lecturers to match individual learning styles in their use of teaching strategies, materials, aids, grouping of learners, pace and variety of approach.

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SECTION 2

I ADDITIONAL SUPPORT

It is important to emphasise that referral can be at any time and by self (student) referral or tutor referral or other. The form attached (Appendix A) can be used or a direct enquiry to the Student Support Manager.

Further details of the arrangements are as follows:

Pre Application Stage

A member of the Student Support Team may be involved in informal discussion with a student with learning difficulties/disabilities before official contact with the College is made. At this stage, there may also be a need to involve a member of staff from the course team for specialist input, before an application is made by the student, to ensure that there is appropriate Guidance and Information given

The informal network includes:

Special Needs Co-ordinators – Comprehensive Schools
Special Schools
Careers Officers / Connexions Services
Social Services
RNIB
Nottinghamshire Deaf Society
Individual students (contact from Open Evening, marketing etc) and/or parents/carers
Nottingham Dyslexia Institute or Association
Local Community Mental Health Teams and Agencies
Educational Psychologists

Application Stage

A copy of any application form or enrolment form where additional learning support is indicated as being required is forwarded by the Admissions Officer to the Manager – Student Support. A support tutor is then allocated and contact made.

In certain cases (those students requiring a high level of support), it may be necessary to offer a place subject to funding for additional support being obtained from the Learning and Skills Council (LSC). This occurs where cost might exceed the maximum sum available from the LSC. To date, we have always been able to confirm our place offer.

The student then progresses through the system to an interview from the curriculum area, to ensure academic requirements are suitable for the chosen course. Student Support can attend this, if required.

On Course

Once the student has been offered and has accepted a place on the course, the student then follows through the induction process, culminating in agreed primary learning goals and a finalised additional support agreement.

The student then follows through the programme, with reviews from Student Support, and evaluation and support on exit.

For students referred once the programme has started, the Student Support Manager can receive referrals (from the student or staff). It should be noted that any response will always be conditional on resources being available.

II DISABILITY DISCRIMINATION ACT PART IV

The College has promoted and supports the ethos of the Act and promotes practice which exceeds compliance. Any issues concerning the College's commitment will be addressed through the Equality and Diversity Committee.

III DISABILITY EQUALITY DUTY

The College is in the process of producing its Disability Equality Scheme, which will be published in December 2006. Monitoring of the scheme will be through the Equality and Diversity Committee.

Disability Statement – SOUTH NOTTINGHAM COLLEGE

SECTION 3

I EDUCATIONAL FACILITIES AND SUPPORT

Academic and Curriculum Support

The Community and Continuing Education Directorate provides classes for literacy and numeracy at West Bridgford, Charnwood and in the community. Accreditation ranges from pre-entry to level 2.

The New Start/A Level Programme Area provides pre-GCSE/GCSE/AS/A Level classes for English and Maths.

Screening and Support for Key Skills/Basic Skills

Student support offers a literacy/numeracy assessment to students to inform them of their skills levels and to identify those students who would benefit from additional support. This is usually done after enrolment during the College Induction.

Student support has the responsibility to follow up the screening by feeding back information to Course Team Leaders. This information can be used to offer re-routing to a more appropriate programme or to offer additional support. This can be through:

- On programme support
- Individual support

Students are encouraged to develop and extend their Basic/Key Skills as these ensure success on the course and in future employment.

Provision is available for students to improve and accredit Basic Skills; this will usually be through timetabled classes.

All 16 – 19 Students on Full-time Programmes (over 450 hrs) have timetabled key skills, which are diagnostically assessed at the beginning of the course.

Additional Learning Needs

See Student Support

Careers

Careers advice is available in college on an individual basis and for groups.

Careers information – a wide range of careers materials held in college for use by students and staff includes:- written materials, videos, CD Rom, computer software, resource lists.

- Higher Education – application forms, booklets, photocopies of forms. Notes for students, HE advice evening, reference writing.
- Grant forms for HE
- Job vacancies/reference writing
- Applying for Jobs/Interviews
- Careers Education and Guidance/Tutorial Support

Contact: Katie Tarrant (ext 6384) Careers Advisor.

Counselling

There is a confidential counselling service available to any student experiencing emotional difficulties or problems (following British Association of Counselling standards). Referral can be made to other supportive agencies or services.

Contact: Wendy Jackson (ext 6382)

Finance

The student Finance Advisors can give confidential advice and information on grants, benefits, funding issues, such as homelessness and accommodation needs. There is practical support with filling in benefit claim forms.

Information is available on funding to support study at FE/HE and is given to students, on request, and at induction. Students with Disabilities/Learning Difficulties are a priority group for Learner Support Funds.

Contact: Tracy Owen (ext 6379)

Equality & Diversity

South Nottingham College is committed to implementing a policy of Equality & Diversity. This means that the College makes serious efforts to try to promote an environment in which all learners are supported and where no College user suffers discrimination. If any student feels that they are being discriminated against, or being harassed, they have the right to take action. This may include speaking directly to the harasser or to a member of staff.

All complaints brought to the attention of staff are dealt with seriously and appropriate action will be taken.

An Equality and Diversity Group convenes regularly to discuss issues / develop and implement advice.

English for Speakers of Other Languages/Language Support

The College can offer support to students whose first language is not English. Classes are available at West Bridgford and in the community. These classes offer accreditation which are recognised internationally (eg Cambridge EFL).

A full directory of classes and guidance advice can be obtained from: Kate Preston (ext 6301)

One full time tutor offers general language support to students on any programme across the college. Priority is given to students whose first language is not English. Support is provided either in class to groups of students and/or outside the class to individual students by agreement.

Language support aims to remove linguistic obstacles to students' progress by developing their language and study skill.

Contact: Neil Moorhouse (ext 6381)

Library Resources

Access to the Library service for Entitlement Card holders is available at the following times;

West Bridgford

Monday to Thursday 8.30 am - 7.30 pm

Friday 8.30 am - 4.00 pm

Charnwood

Monday to Thursday 9.00 am - 7.30 pm

Friday 8.30 am - 4.00 pm

Both libraries are stocked with books and periodicals relevant to course programmes plus a wider range of reading material. Unless specifically indicated as 'Reference Only' all books are available for loan periods varying between three days and a month. All students, including evening students, are entitled to borrow four items and to reserve items out on loan to others. 'Borrow Time' can be negotiated for students with additional needs. Students are given Library information at Induction and are shown resources and meet staff. Any student with an additional need can request additional support. A CCTV is available to enlarge text and there is a dedicated station with an adjustable table at the West Bridgford Site

Non-print materials include, the Internet, videos and computer databases which may all be used on site.

The wide range of reference materials includes information files that are up-dated on a daily basis and which may be photocopied.

Audio-visual equipment, including Camcorders, may be freely used within the Library. For elsewhere in the College, a member of staff must accept responsibility. Advice will be given as needed.

All students needing assistance, whether to find materials, use resources, or to acquire necessary skills for full exploitation of our resources, should feel free to ask for help. The service is there to help students as much as possible. The library staff are very willing to listen to complaints and suggestions.

Curriculum Support Manager: Phil Wilson (ext 6418)

Learning Technology

Information Technology is rapidly becoming an essential skill for all aspects of learning and employment and South Nottingham College is committed to providing all students with the opportunity to gain Information Technology skills. The College has well resourced Information Technology suites with Internet access at both the West Bridgford and the Charnwood centre. There are other facilities available at various centres in the Community

Access to the IT facilities is given to all College Entitlement Card holder on completion of a short induction programme. The IT Induction Programme will introduce you the IT facilities that are available at the College and to the code of practice for their use. The IT Induction is on-line and students are encouraged to do this after enrolment

Internet access is available to all students. There are also open access facilities.

A member of the Student Support Team has responsibility to support students using or wanting to use IT/adaptations because of additional learning needs. Lorraine Sabin can be contacted via the Student Support Manager.

Child Care

West Bridgford offers full day care provision for children 2 – 5. The services meet Ofsted requirements and compares with commercial providers. There are 44 places at WB. Priority is given to full time students, then part-time students, staff and then any spaces are offered to users from the local communities. There is no provision at Charnwood but students can use West Bridgford or contact Student Services for advice on carers in the Clifton area.

Further Education students are offered subsidised rates, paying only the first £4 of any session. Students may be eligible for free places if they meet the criteria of the Learner Support Fund.

Higher Education students *, staff and members of the public will pay the rates determined by the Fees Policy, set annually.

Students will be encouraged to use their Nursery Grants if their child is eligible.

This year there has been an unanticipated increase in the request for Learner Support Funds to be used for out-of-college childcare, eg. Private nurseries, child minders, after school clubs. This has resulted in great pressure on the allocated budget and so it is recommended that if students have children aged 2-5, **they must** use the college's provision, except in exceptional circumstances which is decided by the Finance Officers. For students with younger children, who have out-of-college care approved, it is recommended that there is a maximum rate per hour. Again the Fees Policy sets this rate. Any additional costs must be met by the students.

* HE students can apply for Childcare grants/Parents' Learning Allowance/Lone Parents' Grants through their LEA.

For further information contact Student Support – 914 6376

Car Parking

Ample car parking is available for students at both the West Bridgford and Charnwood Centres. You will need to obtain a parking permit. Application forms are available from the main reception desks.

At both centres, spaces are available for disabled parking and spaces are clearly marked. Students needing help with access from their vehicle to College should contact Dianne Fortescue Student Support Manager

Students' Council and Union

The Students' Council at South Nottingham College aims to:

- ❖ Represent the views of students to the College
- ❖ Organise social activities for students
- ❖ Provide information and advice to students
- ❖ Organise and support students to run clubs and societies.

If students are interested in becoming an active member of the Students' Council, they should contact the Student Support Team at the West Bridgford Centre for more information or you will be given information through tutors.

The Union supports the College Course Representatives on the Student Council and is active in addressing issues that concerns College students. Representation from all College groups is encouraged.

The membership fee for the Students' Union is included in the enrolment charge. NUS extra, which enables student discounts, is available from September 2006 for £10.00. Support will be given to students to make their on-line application.

Student Support Team

Sometimes it can be difficult for people to access courses. To help overcome this, South Nottingham College has a Support Team of tutors with specialist qualifications.

Difficulties may occur due to Sensory Impairment (hearing and sight), language and communication problems, Specific Learning Difficulties (e.g. Dyslexia, Dyspraxia), physical disabilities/mobility problems, emotional and behavioural problems, mental health conditions. We offer a variety of methods of support. Wherever possible, the service will provide support staff, adapted facilities and specialist equipment as required.

Support is available to students undertaking Higher Education courses for finance/ accommodation advice and for students with disabilities at all stages of application.

Contact: Student Support Manager – Dianne Fortescue – ext 6376

SOUTH NOTTINGHAM COLLEGE
Student Support Team 2006/07

John Gray	Executive Director	6321
Dianne Fortescue	Student Services Manager	6376
Katie Tarrant	Careers, Guidance and HE Admissions Co-ordinator	6384
Sandy Jowett	Additional Support Tutor (Basic Skills)	6372
Kitty Howarth	Additional Support Tutor (Physical Disability)	6362
Elaine Simpkins	Additional Support Tutor (Mental Health)	6360
Fliss Ward	Additional Support Tutor ((Pre 16/Autistic Spectrum Disorder)	6360
Lorraine Sabin	Additional Support Tutor (IT and VI)	6373
Neil Moorhouse	Additional Support Tutor (Language/Dyslexia)	6381
Linnnet Hodgkins	Additional Support Tutor (Dyslexia)	6377
Michelle Iannantuona		
Ann Newling	Additional Support Tutor (Dyslexia)	6462
Linda Sharpe	Additional Support Tutor (Deaf)	6361
Emma Davison	Additional Support Tutor (Behaviour)	6264
Jane Sells	Additional Support Tutor (CSW/Deaf)	6445
Margaret Waterson	Sessional Support Tutor	6377
Heather Howard	Sessional Support Tutor	6362
Wendy Jackson Emma Rebbeck	Responsible for Counselling and placement counsellors Student Counsellor	6382
Jenny Wilson	Personal Advisor – Connexions	6314
Nicola Wharam-Lewis Caroline McWilliams	Youth Worker/Student Union Youth Worker/Student Union	6380
Tracey Owen	Student Finance Team Leader	6379
Gurdev Supria	Student Finance Advisor	6379
Ireena Altaf	Education Maintenance Allowance Co-ordinator	6256
Darran Flowers, Jane Rycroft, Trina Beaumont		Communication Support Workers
6457		
Bernard Rogers	International Students Officer	6370
Eugene Cummings	HE Support tutor and Disability Co-ordinator	6445
Angela Harper	LSA Co-ordinator	6398
Norma Duce Dawn Anderson	Tracy Humburg Alison Newton (VI/Transcription – Rm 126)	Sandra Price Permanent Learning Support Assistants
6398		
Christine Dennis Janet Nelson Chris Richardson Lauren Betts Elizabeth Fairhurst Liam O Kane Rob Nelson	Yvonne Amery Danny Hendry Carol Green Rebecca Ligson Kumar Thakker Ewan Mackintosh Carole Seymour	Sian Stammers Peter Dance Michelle Towle Romana Kellnerova Jo Saxton Lesley Caudwell Carole Dowsing Linda Robson Jody Betts Chris Allright Barbara Gregson Lucy Collard
6398		
Guidance and Support Tutors: Tutorial Manager – Alan Tipton 6455		
Emma Law (Bus/ICT):	6260	Chris Allright/Belinda Curtis (ALNS): 6383,
Rachel Burnett (Care/EY)	6521	Rebecca Hullett (Art/MM) 6445,
Lauren Betts (Hair/Beauty):	6521	Bernard Rogers (ESOL): 6370,
Claudius Dyer (E2E):	6305	Rachel Anderson (Sport) : 6521
Nursery – West Bridgford	Angela Johnson (Supervisor), Barbara Heath Sue Neville, Afaf Shakib, Jane Kelsall, Kay McDonnel	
	Student Support Reception - WB	
	Student Support reception - Charnwood	
tbc	Student Support Administrator	
Phil Stephenson	Student Support Administrator/Student Finance	
6271		
Louise Payne/Joanne Farquharson	Nurse/Physio (Nottingham Health Trust)	

II STAFF DEVELOPMENT AND TRAINING

Training and Development of all staff at college is on-going and a width of courses to promote inclusion are provided.

Inclusive Education Programme – mix and match units accredited by NEMOCN.

Members of the Student Support Team are available for awareness raising sessions/staff training and/or work with students. Accredited courses are available and are run under the Inclusive Education Programme. All new members of staff are given training on the College's commitment to all students, to give information about the requirement of the Disability Discrimination Act Part 1V and to inform them of the student support available.

III LINKS WITH EXTERNAL ORGANISATIONS

South Nottingham College has formal and informal links with a number of organisations including RNIB, NATED, Notts, Society for the Deaf, Mencap and Nottingham Dyslexia Institute among others.

IV COURSES AVAILABLE

For full information and guidance service, contact Course Information on 0115 9146464, a directory of all full and part time courses is available on request.

There are 3 Curriculum Directorates with a variety of courses at all levels.

- * 14 – 19 Education
- * Adult and Community
- * Charnwood

Some courses are at Entry and Level 1 (pre GCSE and GCSE grades D-G). These are for any students with an additional learning need and are delivered in small groups. There are numerous pathways available from this area to other courses. For further information, please contact Course Information. Suitable courses for Learners with additional needs can be discussed at Open Days or on request. Visits are welcomed and advice/guidance is available throughout the year.

Disability Statement – SOUTH NOTTINGHAM COLLEGE

SECTION 4

I COLLEGE COMPLAINTS/POLICY PROCEDURE

Our complaints procedure is an important part of our Charter. We strive to provide a high quality service to all our students and other clients. If, on occasion, we have not met this standard we would like the opportunity to put things right. Our aim is to respond to complaints promptly and fully, to learn from the feedback and to improve.

- a. Some minor issues can often be resolved on the spot in an informal talk with an appropriate member of staff. We would not wish to discourage such speedy resolution by documenting every case.
- b. If the informal approach does not work or is not preferred, or if the complaint is of a serious nature, we encourage use of the formal procedure.
- c. We aim to provide a response from the programme area manager, or the relevant support manager, within 10 working days of receipt of a written complaint. Each complainant is contacted again by the Director of Quality to check that the matter has been satisfactorily resolved

II COMMENDATIONS AND SUGGESTIONS

As part of our commitment to continuous improvement we would like to learn from your experiences.

- a. If you have received exceptionally good service from a member or team of College staff we would like to hear about it. We will then pass on your commendation and learn from the good practice.
- b. We would also like to know if you have any suggestions that would improve our service to you and others. We aim to provide a response within 10 working days of receipt of a suggestion.

To register a formal complaint, or to make a commendation or suggestion, please complete a Complaint Form or Commendation/Suggestion Form obtainable from the reception areas and the libraries at each College centre or the Student Centres. The completed form should be handed in at the same location.

SECTION 5

I ACCESS

The College has a process of continual improvement in terms of access. The College has received funding to undertake a major access audit of both sites by an outside consultancy. Premises have actioned all priority points and have a schedule for other improvements/alterations. The audit was re-visited in December 2005 and an updated report has been produced.

Priority action points are being addressed through the Health and Safety Committee, which has a specialised member of the Additional Support Team advising on access issues.

This year we are introducing Personal Emergency Evacuation Plans (PEEPs) for students with mobility/access considerations.

For students for whom access and/or emergency evacuation may be an issue, an individual assessment is available. We are willing to relocate classes within the College wherever possible if necessary. There are a number of ramps throughout the college, stair lifts for access to the refectory and lifts for access to the IT Suite/Learning Centre. Learning Support Assistants are available to assist students with any access needs.

Two new lifts have been installed at Charnwood and West Bridgford to increase access to upper areas.

Information on how to get to all sites are available from reception or on request. Telephone 0115 914 6400.

Site maps are also available at all reception desks and are given to students on request or at induction.

Initial Guidance Interview Checklist

		Yes	No
Before			
Have you			
1.	Made sure you have the necessary paperwork? eg, read through the interviewee's application form, references etc (if appropriate) from Admissions Desk?		
During			
Have you			
1.	Introduced yourself?		
2.	Explained (briefly – restricted to 20 words!) your role in college?		
3.	Outlined:		
	The form the interview will take?		
	Its purpose?		
	Its likely length?		
4.	Broken the ice/helped the interviewee feel at ease? – (smile)		
5.	Explained any jargon, eg, AVCE/ND		
6.	Gone over entry requirements/ expected grades/expectations of the programme?		
7.	Outlined costs and extras of the programme?		
	<ul style="list-style-type: none"> • Books/equipment • Residentials • Exam entries • Additional activities • Work experience 		
8	Discussed support for the student, nb, Disability Discrimination Act requires us to provide a 'safe environment' for disclosure of any additional need – this is a good opportunity to ask about: <ul style="list-style-type: none"> • Learning Support • Language Support • Childcare • Finance 		
9.	Given the interviewee a chance to ask questions?		
10.	Recapped/summarised		
11.	Completed Initial Guidance NCR form and given interviewee a copy?		
12.	Backed up verbal information given with written information when possible?		
AFTER			
Have you			
1.	Passed back to Admissions for record or further action, eg, another Curriculum interview.		
2.	Arrange referral to specialist support/advice if agreed, eg, careers interview.		

SOUTH NOTTINGHAM COLLEGE
STUDENT SUPPORT TEAM

South Nottingham College welcomes all students.

The College runs a wide range of courses (full-time, part-time and evening) at all levels.

Sometimes it can be difficult for people with a disability to access courses. To help overcome this, South Nottingham College has a Student Support Team. This is a team of staff with specialist skills who can discuss your requirements in confidence.

We offer a variety of methods of support. Wherever possible, the service will provide support staff, adapted facilities and specialist equipment as required.

If you would like more information, fill in the form and send it back to:

The Student Support Manager
Student Support Team
South Nottingham College
Greythorn Drive
West Bridgford
Nottingham
NG2 7GA

Or call us on: _____ or fax us on: _____
0115 914 6400 (voice and minicom) 0115 914 64444 (for the
attention Student Support Team)
Appendix A

Name: _____

Address: _____

Phone: _____

If this a Minicom, tick here

I would like to talk to a tutor working with:

Deaf/hearing impaired students

Blind/visually impaired students

Students with physical disabilities

Students with dyslexia

Students with emotional or behavioural difficulties

Students who are mental health service users

Students who are Pre –16

I would like more general information