

Guidance for Students with a Disability

**This document is available in alternative formats upon request.
Please contact info@iwcollege.ac.uk or call 01983 526631**

Author: Rosie Barnard

Reviewed: March 2020

Next review: March 2021

Welcome

Guidance for Students with a Disability

At the Isle of Wight College, we are committed to helping students succeed whatever their background or support needs.

The aim of this document is to provide helpful guidance on the opportunities for education available at The Isle of Wight College for students with disabilities, together with notes on facilities and support arrangements to enable students with disabilities to fully engage with all opportunities on offer.

Policy statements to support this can be found in the Learning Resource Centre and the College website (i.e. the Equality and Diversity Policy). Students with disabilities are encouraged to join mainstream groups where appropriate and individuals are given every support to access the course of their choice.

To help us improve your learning experience please let us know what support, advice and information you need by telephoning our Student Services department on 01983 550581.

Why does the College need this guidance?

In October 2010, the Equality Act came into force. This replaced the Disability Discrimination Act 1995, and disability became one of the 'protected characteristics' covered by this law.

The Equality Act 2010 states that a "person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities". The definition for 'long term' means an impairment that lasts for at least 12 months, (or, shorter than this in the case of terminal illness).

The Governors and staff of the college take their duties under equalities legislation very seriously. They will check that all reasonable adjustments are made to ensure that people with a disability are treated fairly and that they are not placed at any substantial disadvantage.

1. How can I find out more?

Details of courses, including supported courses, can be obtained from the website, but students are welcome to make direct enquiries about their individual needs to the Admissions Manager – tel: 01983 550658 / 550580.

Students are also welcome to attend advice evenings and events, as advertised in the Isle of Wight County Press and the college website. Home visits are offered, if necessary, and taster sessions may be arranged for individuals. Local schools, including special schools have their own organised link courses.

2. How do I apply?

You should complete an application form on which you are asked to declare any disability so that we can assist you. You are also given a form to expand on your support needs that you then bring to interview. You will be offered an individual assessment of your needs including how you will be supported in a fire evacuation situation. Adults (19+) who study part-time are invited to complete a support/health declaration form, which they return to their tutor. Details declared on this form or during an interview regarding a disability are used to discuss with you what reasonable adjustments we can make in order to make your learning experience at college a positive one.

If you have just left school, you may have an Education Health Care Plan (EHCP), which with your agreement, the local authority special education needs (SEN) team will forward to us. This will be reviewed annually to ensure all support needs are in place. Extra support can be provided at interview, for example, signing interpreter or advocate where the college is aware that this support is needed. Advice may also be sought from other professionals, for example a college assessment report, an educational psychologist or teacher of the hearing impaired. Should the college not be seen as being able to provide a suitable educational programme then a written assessment will be given to support an application to other provision.

As part of induction to the college all full-time and most part-time students are screened for maths and English levels.

If you need help completing forms or require them in a particular format please contact the Admissions Manager on tel: 01983 550658 / 550580.

3. What kind of support is on offer?

Individual support for students may be given in a variety of ways including:

- Small classes
- Individual tutoring
- Study skills
- Exam support (subject to assessment)
- Guidance and advice
- Counselling (via referral to external agencies)
- Loan of equipment (subject to assessment) e.g. laptops, voice activated software tape
- Specialist assessment

- Personal care/mobility support
- Support with information technology
- Specialist support e.g. signing interpreters
- Adapted materials e.g. Braille, symbols
- Rest room
- Accessible workstations

4. Students with specific learning difficulties/dyslexia

The college has trained specialist staff to assess and support students with dyslexia and other specific learning difficulties. For more details contact the Head of Additional Learning Support on tel: 01983 550811.

5. Students with mental health issues

The college has trained staff to support students with mental health in identifying signs and symptoms please contact on 01983 550638 or internal extension number 2278). Staff will then signpost students to professional advice and support available from the Isle of Wight NHS Trust - Primary Care Mental Health Care Team on tel: 01983 532860.

6. Students with sensory disabilities

The college has a range of support resources such as braille facilities, text-to-speech software (e.g. Supernova, Zoomtext, a reading box and hand held magnifiers). Larger monitors are available in the open access area for students who may require them. All PCs have enhanced accessibility programmes. Enlarged photocopies can be obtained from books in the library. The Pathways building includes a purpose built sensory room and hydrotherapy pool. There is a designated area for assistance dogs.

The college also has fixed and portable loop systems in some buildings, subscribes to Minicom and can arrange the services of a signing interpreter and/or note taker if needed. The college website has been designed to be fully accessible for modern web accessibility tools.

A power Braille can be obtained for students who are deaf/blind. Eight vibrating fire alarms, for use in S block are available from the campus manager tel: 01983 526631.

7. Students who have individual needs

Students who have social, emotional or health support needs are offered individual support to meet their needs wherever possible. Insights programmes are full-time courses for students aged 16-19 and up to 25 years of age for those with an education, health and care plan (EHCP) who may have missed parts of their education, for whatever reason, and who need a very individual approach.

Pathways programmes provide full-time and part-time courses for people with learning difficulties and/or more severe learning disabilities. For course information, please see the college website: <https://www.iwcollege.ac.uk/course-areas/pathways/courses/pathways-programme-lifeskills-and-independent-living/>

Students have personal learning goals, which are reviewed regularly, and a timetable that reflects their individual needs.

If you have a specific query regarding individual needs please use the 'contact us' section on the website: <https://www.iwcollege.ac.uk/contact-us/>.

8. Is medical support available?

Many staff hold a first aid qualification, if you need a first aider whilst on the college campus please dial '0' from any telephone or ask for a first aider within your course area. St. Mary's Hospital is situated close by and can be reached in minutes. The Urgent Care Centre situated at St Mary's Hospital, is available to see patients following referral from a medical professional such as the NHS 111 service. Further advice from NHS Direct is available by telephoning 111. There is a first aid facility and a rest room on site. The college has a policy on the administration of medicines and there are staff trained in the administration of emergency medicines, PEG feeds and Buccal/Epi Pen.

9. What if I need a special diet?

Catering at the college is operated by Aramark. It offers a wide choice of meals each day. Should you have specialist requirements please contact the Catering Unit Manager on tel: 01983 535216.

10. What if I want to make a complaint or appeal against a decision?

You should follow the college's complaints procedure, which is available on line or from Student Services on tel: 01983 550581.

Where a complainant has a specific support need, the services of a signing interpreter or advocate can be provided should this be necessary. If you wish to make a complaint with regard to Disability under the Equality Act 2010, you should contact the Assistant Principal for Teaching & Learning on tel: 01983 550676.

11. What about work experience?

The college encourages all full-time learners aged 16-19 enrolled on a study programme to take part in work experience or work related learning. Placements will be assessed for suitability and accessibility and non- confidential information on support needs is passed to employers/placement provider to ensure continuity of support.

The college also offers supported internships for learners who hold an EHCP and are at level 1 and below.

12. Learning Support

The college has a number of Learning Support Tutors who provide individual or small group support. The college also employs Learning Support Assistants throughout the college who aid learning in practical workshop areas and theory sessions for learners who have a diagnosed support need.

13. Adult Education Classes

Course information is available on the College website www.iwcollege.ac.uk or via the college admissions team who will be pleased to help you – tel: 01983 550658. If you are having internet access issues please contact The Marketing Department on 01983 550580 who will be pleased to help you.

14. Can I get help if I am in Higher Education?

All Higher Education funding is now administered by www.studentfinanceengland.co.uk. Students on higher education programmes who believe they may require additional support can apply for this via a Disabled Students' Allowance (DSA), more information on which is available from <https://www.gov.uk/disabled-students-allowances-dsas>. Please note that EHCPs are not applicable for students on HE programmes.

15. Disabled Students Allowance (DSA)

As a higher education student living in England, you can apply for a Disabled Students' Allowance (DSA) if you have a disability, including a:

- long-term health condition (long term is defined as twelve months or more)
- mental health condition
- specific learning difficulty, e.g. dyslexia.

You must meet the [definition of disability](#) under the Equality Act 2010.

The [support you get](#) depends on your individual needs and not on income.

16. If I have a mobility difficulty, will I be able to get around?

The college is currently 92% accessible. All of the main facilities, for example Learning Resources Centre, refectory, restaurant and most areas of the main college site are accessible to students with mobility difficulties. All pavements have dropped kerbs.

There are lifts giving access to the hairdressing salons and art rooms. The college has three minibuses with wheel chair access including a Lord Taverns' bus for use by discrete groups. The main reception, restaurant, B block, D block and L block can be accessed through self-opening doors. There are some automatic internal doors in L block.

In the few non-specialist rooms where access is not possible, room re-timetabling will be considered. There are eight accessible toilets for students with physical disabilities, including one

with flatbed shower and hoist in G block. In the Pathways building there are additional accessible toilets and a further three flatbed showers and hoists. An access map is available from the college main reception 526631 or by post on request.

The college gym has specialist equipment for wheelchair users. For details tel: 01983 550823.

We have an adapted kitchen with low-level cooker, sink and work space and specialist catering equipment within the Pathways building; the training kitchen also has an accessible workstation.

Accessible workstations are available in other areas of the college also.

Evacuation chairs are available at all refuge points. Students with a declared disability will be assessed and provided with a personal evacuation and escape plan in case of fire (PEEP). We encourage students to declare disabilities so that we can ensure PEEPs are in place to support individual students on campus.

17. Parking

There are designated car parking bays for 'blue badge' holders at the top of the car park adjacent to Medina Way and between E and A blocks to allow ease of access to the college restaurant. There are also a large number of designated accessible spaces behind the STEM centre and adjacent to the Pathways building. However, by arrangement safe parking can be provided **anywhere** on the campus to provide ease of access to all blocks; telephone reception on 01983 526631 to pre-arrange.

18. What if I need help with examinations?

Subject to evidence from a medical practitioner, a college assessment, or an educational psychologist and approval by the particular awarding organisation, individual arrangements can be made to cater for students' needs. These may include extra time, reader, scribe, use of a word processor or full amanuensis. These facilities are also available for internal assessments. Contact, Examination Officer on 01983 550596 for details.

19. What other help is available?

Appointments to see a specialist careers adviser can be made through the college reception 01983 526631.

Students are signposted to external counselling services as and when the need is identified.

The college has excellent links with outside agencies including the Isle of Wight Council, Isle of Wight NHS Trust, Social Services, volunteer groups and various charitable organisations, including IW Society for the Blind and the Hants & IW Association for the Deaf. There are also close working links with local special schools and secondary school Special Needs and Disability Co-ordinators.

Advice on financial help is available from Student Services on 01983 550638.

The college has a range of accessibility IT support packages (e.g. Widgits, Symbols, Supernova). Please contact the college additional learning support team on 01983 526631 ext. 2451.

20. Student Services

In the college, most of the learning related support a student receives will be via the student progress advisor team. Sometimes the needs of the student will be complex and require the support of other college services or external organisations.

21. Is transport available?

Transport for students with mobility support needs maybe funded on an individual basis, in full or in part. Contact Student Services on 01983 550581 for further advice.

Students with learning disabilities who do not travel independently should talk to their Care Manager for advice on transport. Independence is encouraged and learning how to travel independently is an important part of the curriculum for students.

Contact the Adult Social Care Team or your Care Manager on 01983 823340 for further details.

22. Your recommendations to us

We want to be a disability-friendly college. Please help us achieve this by bringing to our attention any potential discrimination against disabled people and by ensuring that we know of any reasonable adjustments we could make to give disabled people a fair deal in college.

If you would like any further information please use the 'contact us' section on the college website <https://www.iwcollege.ac.uk/contact-us/>.

Useful contact numbers at the Isle of Wight College

Course information/general enquiries: Tel 01983 535210 or Email info@iwcollege.ac.uk

General enquiries about disability:

David Hodgkins, Director of Services for Students and Human Resources

Tel: 01983 526631 david.hodgkins@iwcollege.ac.uk.

Enquiries about Learning Support, including dyslexia:

Samm Rooney, Head of Foundation Learning and High Needs

Tel: 01983 550611 samantha.rooney@iwcollege.ac.uk

Full-time and part-time courses for students with severe learning difficulties:

Jane France, Curriculum Manager, Pathway Programmes

Tel: 01983 550809 jane.france@iwcollege.ac.uk

Foundation Learning:

Isabel Booth, Curriculum Manager, Foundation Learning

Tel: 01983 550813 isabel.booth@iwcollege.ac.uk

Admissions:

Rosie Mann, Admissions Manager

Tel: 01983 550580 rosie.mann@iwcollege.ac.uk

Careers Advice and Guidance:

Catherine Jackson, Careers Adviser

Tel: 01983 535211 catherine.jackson@iwcollege.ac.uk

Health and Safety:

Jenny Webb, Campus and H&S Manager

Tel: 01983 550616 jenny.webb@iwcollege.ac.uk

National Careers Service

Rob Harris

Tel: 07468 474803 rharris@educationdevelopmenttrust.com

For further information, please contact us on the following:

Email: info@iwcollege.ac.uk

Telephone: 01983 526631

Address: The Isle of Wight College, Medina Way, Newport, Isle of Wight, PO30 5TA

Website: www.iwcollege.ac.uk