

Norton Radstock College

Disability Statement 2006-2007

College Mission Statement: “Norton Radstock College will be recognised for excellent learning and support, inspiring and nurturing success”.

In this information booklet we use the term ‘learners with learning difficulties and/or disabilities’ to include anyone with a learning, physical, sensory or mental health issue.

The College is continually improving its services and facilities for all students including those specifically for learners with learning difficulties and/or disabilities. The College wishes to ensure that it complies with the Disability Discrimination Act (DDA) as amended by the Special Educational Needs and Disability Act (SENDA) 2001.

If you wish to know more about the DDA contact: <http://www.drc-gb.org/thelaw/thedda.asp>

If you wish to comment on this Disability Statement please contact Student Services or the Additional Support Co-ordinator (see contact list).

If you wish further information please contact the Enrolment Officer at Norton Radstock College main site on 01761 433161 or fax on 01761 436173

You can also find information on our website: www.nortcoll.ac.uk

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Getting Help and Information

For more information about College courses and facilities and how we can support your learning or disability needs you can contact:

Additional Support Co-ordinator: Liz Aspinall
liz.aspinall@nortcoll.ac.uk

Enrolment Officer: Vicki Wilkinson
vicki.wilkinson@nortcoll.ac.uk

Student Services: Barbara Chambers
barbara.chambers@nortcoll.ac.uk

Careers Advisor: Hilary Walker
hilary.walker@nortcoll.ac.uk

Senior Manager - Student Support Services: Maggie Hutton
Maggie.hutton@nortcoll.ac.uk

Please telephone 01761 433161 and ask for the member of staff you require.

What learning opportunities are on offer at Norton Radstock College?

The College offers a range of courses:

- Full and part time further education and higher education courses
- Part time adult and continuing education courses
- Vocational training programmes (Work Based Learning/Apprenticeships)

Access to all courses depends on the entry requirements. Some courses are specially designed to meet the needs of learners with learning difficulties and/or disabilities.

You can find details of all our courses in the College Prospectus and the Part Time Course Guide or visit the College website at: www.nortcoll.ac.uk

The college also organises regular information and advice sessions where you can meet staff and discuss your aspirations and your needs. Details of these sessions are published in the prospectus, course guide, the website and in the local press.

Applying to College

You apply to the College using the application form or enrolment forms which are in the College Prospectus and Part Time Course Guide. You can also visit any of our sites or apply using the forms on our website at www.nortcoll.ac.uk If you require help in completing your application form please contact Student Services, the Enrolment Officer or the Administration Staff at any of our sites.

When you apply to join a course at Norton Radstock College it is important that you make us aware of your particular needs as early as possible. This information will be treated in confidence and used by us to help give you the right pre-course Advice & Guidance and identify the adjustments which may be required in order to accommodate your particular needs.

Once we know that you may need support or assistance, we will discuss this with you. If appropriate, please bring along information which may be helpful such as a Statement of Educational Needs, medical information etc. The sooner we know about your needs the sooner we can make reasonable adjustments to eliminate any disadvantages you might face in studying or in using College facilities.

We may ask you to undertake a short assessment to enable us to identify how best to support you. Once accepted you will have a learning plan which will state what you want to achieve and how we will support you to help you achieve this.

While we aim to provide for all, our courses or facilities may not be appropriate for everyone. In these cases we will give impartial advice about provision at other colleges and places of education.

Support and Accessibility

Learning and Additional Support

The College has an experienced team of tutors and support staff who can help you with your additional support needs. We can provide different ways of learning. You may

- learn in small groups
- receive individual or small group support
- access help with basic/key skills

Dietary needs

If you have special dietary requirements the college catering services can meet your needs provided you tell them in advance. You will need to speak to the catering manager of the site at which you are based. Please note not all sites have college provided catering facilities.

Equipment Available

A range of equipment is available to support students across the college. All students have access to computers to help in doing assignments. Some students may also find access to the following equipment beneficial for their studies:

- portable word processors and lap top computers
- special IT adaptations e.g. large keyboard, roller ball mouse
- CCTV for large print
- Texthelp software
- Dictaphones
- Portable Induction Loop

Accessibility

The College has 4 main sites and a number of local Learning Centres. The main site, Centurion Vocational Centre and B6 are all fully accessible. The Animal Care Centre is in a listed building and does not have full accessibility; however, classes can be programmed into downstairs rooms to ensure accessibility. All practical areas are accessible.

Some courses are offered in centres not in the direct control of the College, we make every effort to ensure that these venues do not have any accessibility issues. If you have concern regarding any of our sites/venues and wish to discuss accessibility issues please contact Martin Peter, Head of School for Facilities on 01761 433161 or at martin.peter@nortcoll.ac.uk or Liz Aspinall, Additional Support Co-ordinator on 01761 433161 or at liz.aspinall@nortcoll.ac.uk

Centre maps are shown in the Part Time Course Guide and on our website www.nortcoll.ac.uk

Website

The College website holds a lot of information which you will find useful on your course. All pages on our website follow college standards for accessibility. This means that all pages should work properly with audio browsers and screen readers.

You can quickly set the size and colour of text on our website to make reading easier. The IT technicians or Learning Support staff will show you how to do this.

Special Arrangements for Examinations

Some students with specific needs may require different arrangements to be made to enable them to take examinations/tests. We can arrange to help you but need to discuss this early in your course so that we can inform the awarding body of your needs and provide the evidence they require. If they agree to you having special arrangements we can then provide the support allowed. Please discuss your needs with the Exams Officer.

Exams Officer: Sue Angel 01761 433161
sue.angel@nortcoll.ac.uk

Counselling, Chaplaincy & Welfare Services

Counselling, Chaplaincy and welfare services are provided through Student Services and are available to all students. Please contact Student Services for further details or to make an appointment.

Careers Advice & Guidance

Contact Student Services to arrange an appointment with either the College Advice & Guidance Staff or a Connexions Personal Advisor as appropriate.

Young people can contact Connexions on

- Bath & North East Somerset 01225 461501
- Frome 01373 465302
- Bristol 0117 987 3700

Adults can contact Information, Advice & Guidance Officer on

- 01761 433161 ext 309

Compliments, Concerns or Complaints.

We hope you are happy with the College and what it offers you. If you have any compliments, concerns or complaints about your course, assessments or the way you are treated please tell us straight away.

You can get help to raise your compliments, concerns or complaints through Student Services. The Compliments, Concerns and Complaints Procedure is in the College Handbook which you should have been given at the start of your course. If you need another copy please ask Student Services or at any Reception area. This information is also on your college Data Pen.

You can also raise your compliments, concerns and complaints with Liz Aspinall, Additional Support Co-ordinator, Martin Peter, Head of School for Facilities, Maggie Hutton senior Manager – Student Support Services or Eva Wright, PA to the Principal.

SENDA

SENDA, the Special Educational Needs and Disability Act (2001), is an amendment to the DDA, Disability Discrimination Act (1995) and is incorporated as Part 4 of the DDA.

The college has a duty to

- Not treat people with learning difficulties and/or disabilities less favourably than others for a reason relating to their disability
- Make all reasonable adjustments to ensure that students with learning difficulties and/or disabilities are not placed, or likely to be placed, at a substantial disadvantage when compared with students who are not disabled.

These duties are 'anticipatory'. This means that the college has to be generally prepared to meet the needs of disabled people, as well as being prepared to make reasonable adjustments to meet the needs of individuals. The College is committed to taking all reasonable steps to ensure that students with learning difficulties and/or disabilities are not substantially disadvantaged, in their studies or use of college facilities.

In determining a reasonable adjustment the College will consider a number of factors including the need to maintain academic standards, the cost of taking a particular step, the extent to which it is practicable and efficient to take a particular step, health & safety requirements and the relevant interests of all parties including other students.

You can find a copy of the DDA part 4 Code of Practice published by the DRC, Disability Rights Commission, at: www.drc.org.uk

Equality & Diversity Policy

Norton Radstock College is committed to Equality & Diversity and assumes that everyone has a right to education and training. For a copy of the College's Equality & Diversity Policy please contact Student Services, or visit our website at: www.nortcoll.ac.uk

The Disability Equality Duty (DED) 2006

From December 2006 the DDA 1995 will be amended to place a duty on all public bodies, including the College, to promote disability equality.

The DED will require the College to work towards eliminating unlawful discrimination and to promote equal opportunities for people with learning difficulties and/or disabilities. This is similar to the duty placed on the College to promote race equality under the Race Relations (Amendment) Act.

Under the DED the College is required to develop a Disability Equality Scheme. We welcome this and will be consulting with a wide range of people during 2006 to ensure the Disability Equality Scheme fully reflects the needs of learners with learning difficulties and/or disabilities.

If you are a person with a learning difficulty and/or disability who would be interested in contributing to the development and monitoring of the College's Disability Equality Scheme, please contact maggie.hutton@nortcoll.ac.uk