

NORTON RADSTOCK COLLEGE

Title:	BASIC SKILLS SUPPORT
Purpose:	To provide literacy and numeracy support for learners.
Scope:	Any college learner on an existing programme.
Responsibility:	Head of School for Student Services; Achievement Unit; Vocational and Personal Tutors; Student Services Officer; Connexions.
Method:	<ul style="list-style-type: none"> • A referral can be made by a tutor or a student. • Basic Skills Referral forms are issued with registers and are also included in the Tutors Handbook. • On identification or disclosure by the student of Basic Skills needs tutors complete a Basic Skills Referral Form and forward it to the Head of School of Student Services. • The HOS of Student Services or a member of the Achievement Unit will arrange to meet with the student to discuss and further assess needs. • In liaison with the student, vocational and personal tutors and the Achievement Unit Team or workbased-learning (WBL) team, an individual Basic Skills Support Programme is devised and resources allocated. • (For WBL students endorsement of their learning needs will be sought from Connexions.) • The student signs a Basic Skills Learning Support Agreement Form, which gives details of the support. A copy is held on the student's central file and another forwarded to their vocational/personal tutor. • The Student Services Officer completes the relevant LSC forms, if required, and arranges for the student to sign them. • The information is entered into the appropriate M.I.S. system – e.g. the college ISR or WBL PICS. • Basic Skills support is monitored regularly and the progress of the student recorded. Allocation of resources are received termly and adjustments made as required.
References:	Basic Skills Referral Form; Basic Skills Support Programme; WBL Endorsement Form; Basic Skills Learning Support Agreement Form.
Current From:	August 2002
Date of Review:	July 2003
Procedure Identification Code:	S4-1