

A Guide to the Facilities & Support for Disabled Students (Disability Statement) SCA8

This Statement should be read in conjunction with SCA36 Fitness to Study Policy and SCA39 Professional Practice Policy.

A Guide to the Facilities and Support for Disabled Students

1. Introduction

The College Disability Statement uses the term disability as it is defined in the Equality Act 2010

This is that:

“... a person has a disability if he, or she, has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. The Act also applies to people who have had a disability.”

The College endeavours to make reasonable adjustments to ensure that none of our students are placed at a substantial disadvantage due to a disability.

In 2010, the single Equality Act brought together nine pieces of equality legislation, including the DDA, and ensures that people who have ‘protected characteristics’ are protected by the Equality Act.

‘Disability’ is classified as a ‘protected characteristic’ under the Equality Act 2010 which means that people with a disability cannot be discriminated against because of that characteristic.

Note: You should seek guidance if you are not sure that your needs would be classified as a disability. Contact the Learning Support Manager for a confidential meeting. Alternatively you may wish to ask a parent, guardian or friend to contact the College on your behalf.

Listed below are just some of the difficulties for which information, advice, guidance and support is available:

- Physical Disabilities
- Medical Problems (for example – Epilepsy and Chronic Fatigue Syndrome)
- Mental Health
- Mobility
- Learning Difficulties
- Deafness/hearing impairment
- Blindness, partially sighted

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2. The Aim of the Disability Statement

If you have a disability this statement will provide information which may be helpful if you wish to attend a course at Askham Bryan College. The Statement will also explain the facilities and support to enable you to access the course of your choice. The Disability Statement is available in the following ways: in large print format available from Reception and Centre Administrators, in disk, in Audio CD from the College Marketing Department and on the College website www.askham-bryan.ac.uk

For Higher Education students where the application for support follows a different process to that described in this statement, the College has produced a separate guide which can also be accessed via the College website (SCA3 a Disability – A Guide to DSA for HE Applicants).

3. Disability Statement

Askham Bryan College welcomes applications from students who have learning difficulties or physical disabilities and will endeavour to make appropriate arrangements to facilitate success and achievement. The College makes reasonable adjustments to arrangements, facilities and support in order for a person with disabilities to participate in the learning experience. This includes students or potential students with physical or mental impairments as defined by the Equality Act 2010.

In support of this statement, the College will:

- Assess all potential students on their individual merits, including academic qualifications, and their ability to undertake training or education successfully.
- Provide an inclusive learning experience in which students are encouraged and enabled to progress and achieve agreed learning outcomes.
- Make reasonable adjustments to ensure students with disabilities are supported and able to achieve their full potential
- Provide a framework which adds value to all students and a culture in which success is celebrated.

4. The College Prospectus

The prospectus promises that the College operates **a policy of equal opportunity and welcomes** applications from students with disabilities.

An overview of the prospectus is available on a CD rom by request to the Marketing Department.

The Student Support Service also aims to provide appropriate advice and practical help for students on their chosen course of study.

Please refer also to HR12 the Askham Bryan Single Equality Scheme.

Askham Bryan College

5. [The College Charter](#)

We have a College Charter, which tells you what you can expect when you come to the College. It also tells you what to do if there is something you are not happy about. You should get a copy when you enrol at College. If you do not get access to a copy contact main Reception or Student Support Services or the Centre Administrator.

6. **The College Single Equality Policy**

The College Single Equality Policy states that all staff and students will receive fair and equal treatment.

“Wherever possible, reasonable adjustments will be made to ensure physical access to the learning environment. Where difficulties occur, alternative measures will be taken including re-timetabling and room changes.”

There are some occasions when it would be considered ‘reasonable’ to make adjustments to an element of assessment within an educational programme. All adjustments are considered on an individual needs basis and advice, guidance and approval sought from the qualification awarding body to ensure any amendments maintain the academic and practical integrity of the programme. Only ‘reasonable adjustments’ can be considered and must not overlook the industrial / employment requirements of the vocational programme for which the programme may be designed.

All persons who come into contact with the College will be treated fairly and without discrimination whatever their gender, race, age, class, ability or disability, sexual orientation, marital status or family responsibility, Trade Union affiliation, political or religious belief.”

7. **Applying to the College**

When you apply to the College you will need to fill in an application form. If you need help with this, please contact the Student Records Office or the Centre Administrator.

Use the relevant section on the application form to let College know about a disability or difficulty so that we can begin to think about ways to help.

If you indicate that you require specific support for a disability a member of the Learning Support Team may also attend your admission interview.

If the help you need requires a longer discussion you should arrange a separate guidance interview with the Learning Support Manager to agree your support requirements before your course starts.

Please let the College have as much information as possible about your needs, as this enables staff to put in place the support you require.

Askham Bryan College

8. Providing Support

The College will make every effort to provide Further Education and Work Based Learning students with the support required to help them succeed. This is funded through funding that is allocated by the Education Funding Agency for identified needs.

The Learning Support Manager will work with applicants in a confidential environment to determine the support requirements any individual would need to access their studies at the College. In some cases, there is an application process to approve the additional, higher level funding required to provide the necessary 'reasonable adjustments' for the individual to access learning.

Learning Support would not normally include funding to support any social care needs (for example one to one care) an individual may have. Please contact the Learning Support Manager for more details.

The following list provides some examples of the kind of support arrangements that you may wish to discuss:

- Mobility assistance
- Dyslexia screening and referral onward for assessment
- Exam arrangements
- Support in the classroom
- Support with developing English and Maths skills
- Adaptation of learning materials
- Specialist equipment
- Lap-top / i-Pad / Tablet and software / apps
- Adjustable chairs
- Qualified counsellors
- Links with the careers service
- Advice and help with applying for additional funding
- Help with entry to higher education

Students who are studying higher educational programmes may be eligible to apply for funding to support them in their studies. Further details can be found in SCA08a The ABC Guide to the Facilities and Support for Disabled Students: Applicants to Higher Education.

There are four main awards under the general heading of the DSA, each with its own area of allocation of funds:

- **Specialist Equipment Allowance** – this can be used for the purchase of items of equipment you need because of your disability or specific learning difficulty. It can be used to pay for repairs, insurance or extended warranty costs.
- **Non-Medical Helper's Allowance** – this can be used to help pay for support workers such as note-takers, study skills tutors, specialist one-to-one support, sign-language interpreters etc.

Askham Bryan College

- **General Allowance** – this can help pay for other disability related spending. It can purchase items such as printer cartridges and paper, photocopying and buying books that might otherwise be only available through restricted short-term library loans.
- **Travel Allowance** – this allowance can help with any extra travel costs that you may have to pay to attend College because of your disability.

DSAs pay for study support and not personal care support. If you feel that you require personal care support (eg: help with shopping, washing, cleaning etc) funding can be provided via liaison with your home Social Services department.

9. Tutorials

When you start your full-time course at College you will have a Course Manager and/or a Pastoral Tutor who will talk to you regularly to see how you are getting on. Your Course Manager / Pastoral Tutor will discuss your support arrangements and make sure that you are receiving all the help that you need. If any problems arise this is the first person that you should go and see. The first point of contact for part-time students is the Course Manager or Centre Administrator who can arrange a one to one tutorial.

10. Examinations

Please refer to QA09 Section 8 “The Equality Act, Special Needs and Access Arrangements” of the Examinations Policy.

Some students may be able to receive special arrangements to support, or enable, them to take part in assessments or examinations. Appropriate arrangements will be made following assessment of individual students and their needs. Exam arrangements will only be arranged in accordance with Examination Board regulations.

Any ‘reasonable adjustments’ that can be made to any assessments to accommodate access to assessment for individuals with a disability would normally need to be agreed with the appropriate qualification awarding body.

11. Work Experience

This is usually an essential part of a vocational course. The College can offer special support, in addition to a general placement. The College has over the years developed a relationship with a range of local employers who have a particular interest in supporting people with various disabilities.

Students that have disclosed a disability would not normally have their disability disclosed to an employer, unless they have agreed to do so. Students are encouraged to make disclosures directly to employers, or to agree that College staff support them in making a disclosure to an employer, and in agreeing any ‘reasonable adjustments’ that may be necessary to fulfil the employers expectations whilst the student attends to undertake work-based placement learning.

Students are encouraged to disclose their disability to an employer. Employers can only consider reasonable adjustments to the working

Askham Bryan College

environment or the role with this information. Students that do not disclose do so with the knowledge that no reasonable adjustments can be made in advance.

12. Accommodation whilst a Resident at College

A ground floor flat or room can be made available for any student with physical disabilities who may require residential accommodation whilst attending a full time programme of study.

Please enquire when making a residential application.

13. Access to the Buildings

We try to make sure that all our buildings are accessible to all students and visitors. If you have any particular difficulties getting into any of our buildings you should contact Student Support Services or the Centre Administrator.

We have accessible toilets at Askham Bryan York, Newton Rigg, Bradford, Scarborough, Newcastle and Guisborough Centres.

Please refer to the College map for details of parking allocated to students with a disability. Please refer to the table which shows what facilities are available at each Centre.

York Centre (see Summary p10)

Ramps to main building, Learning Resource Centre, East Barrow Animal Care Unit and the CoVE Centre have all been upgraded. All new build incorporates fully accessible facilities.

Toilets in the main building and the Jubilee Building have been upgraded.

Hearing Induction Loops – Fixed hearing induction loops have been installed to the Conference Hall and the new Animal Management Classrooms. Portable induction loops are available from Reception and the Premises offices.

Access Doors – New powered access doors have been installed to a number of College buildings including Reception, Main Buildings at York and the new Animal Management Centre.

Fire Alarm – Signage upgrades. The fire alarms at all sites have been upgraded to provide visual alarm indication; tactile signage has also been installed on all sites.

College Centres – For a summary of the access arrangements available at each centre, please see the table on page 10.

14. Relocating a class

If a student has a physical disability that prevents them working on an upper floor the class will be moved to a ground floor classroom where a disabled student lift is not available for use.

Askham Bryan College

15. Emergency Evacuation

In the event of the need for an emergency evacuation, people who are wheelchair users and those not able to negotiate stairs should be moved to a place of safety behind at least a set of fire doors away from the evidence of the fire. Staff responsible should report the location of such groups or individuals to the Health and Safety Advisor and their possible location within the building.

Individuals that have disclosed disabilities would normally work with their Course Manager / Pastoral Tutor to agree a Personal Emergency Evacuation Plan (PEEP) as part of their induction to the College. Part of this process would agree that the PEEP be shared with the College staff who would work with the student during their time at College.

NB These guidelines are based on instructions from the Emergency Services.

16. What do I do if I have a complaint to make?

If you have a complaint or feel the College is not adhering to this Statement or its Charter, the process is explained in QA7 the Customer Service and Complaints Policy. A copy can be obtained from Reception, Student Support Services, Student Records or the Centre Administrator.

Any Complaints or Appeals regarding examination arrangements or internal assessment appeals may need to follow guidelines laid down by the individual Examination Board or HEI Academic Regulations. Further details can be obtained via the College Examination Officer.

The College encourages students to resolve problems informally and help the College identify ways in which we can improve. There are a number of methods by which this can be achieved:

- Talking to the Learning Support Manager or Head of Student Support Services
- Discussing problems with Pastoral Tutors and Course Managers.
- Raising the concern with the Course Student Representative
- Student Council
- Student representatives attending Course Team Meetings
- Representation by officers of the Students' Union
- Equality & Diversity Working Party
- Formal Complaints Procedure

17. Who do I contact first?

Your first point of contact for queries and advice about provision for students with disabilities or sensory impairment is:

Askham Bryan College

John-Paul Wordsworth – Learning Support Manager
john-paul.wordsworth@askham-bryan.ac.uk

or

Marilyn Shersby – Student Support Manager (York)
Marilyn.shersby@askham-bryan.ac.uk

Telephone 01904 772222

Adam Savage – Student Services Manager (Newton Rigg)
Adam.savage@askham-bryan.ac.uk

Telephone 01768 893400

or

Clare Williams – Head of Student Support
Clare.williams@askham-bryan.ac.uk

Telephone 01904 772348

The Student Support Services Offices are open:

Monday – Thursday 8.45 am – 5.00 pm
Friday 8.45 am – 4.30 pm

Telephone 01904 772201 (York)
01768 893400 (Newton Rigg)

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Facilities at Askham Bryan College									
Site	Ramped access	Wheelchair Access	Toilet for disabled	Car park close by	Hearing Loop System	Support with hearing impairment	Support with visual impairment	Specialist IT equipment	Support Assistant
York Main Building	YES	YES	YES	YES	YES – by arrangement	By prior arrangement	By prior arrangement	YES – by arrangement	YES – by arrangement
York Animal Management Centre	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
York Teaching Block	YES	YES		YES	YES – by arrangement	By prior arrangement	By prior arrangement	YES – by arrangement	YES – by arrangement
York East Barrow	YES	YES	YES	YES	YES – by arrangement	By prior arrangement	By prior arrangement	YES – by arrangement	YES – by arrangement
York Westfield	YES	YES	YES	YES	YES – by arrangement	By prior arrangement	By prior arrangement	YES – by arrangement	YES – by arrangement
York Science Block	YES	YES			YES – by arrangement	By prior arrangement	By prior arrangement	YES – by arrangement	YES – by arrangement
York Engineering				YES	YES – by arrangement	By prior arrangement	By prior arrangement	YES – by arrangement	YES – by arrangement
York Horticulture	YES	YES		YES	YES – by arrangement	By prior arrangement	By prior arrangement	YES – by arrangement	YES – by arrangement
CENTRES									
Newton Rigg	YES	YES	YES	YES	YES – by arrangement	By prior arrangement	By prior arrangement	YES – by arrangement	YES – by arrangement
Guisborough	YES	YES	YES	YES	YES – by arrangement	By prior arrangement	By prior arrangement	YES – by arrangement	YES – by arrangement
Scarborough	YES	YES	YES	YES	YES – by arrangement	By prior arrangement	YES – by arrangement	YES – by arrangement	YES – by arrangement
Bradford	YES	YES		YES	YES – by arrangement	By prior arrangement	YES – by arrangement	YES – by arrangement	YES – by arrangement
Newcastle	YES	YES		YES	Yes – by arrangement	By prior arrangements	YES – by arrangement	YES – by arrangement	YES – by arrangement