

## Learning Support Policy

- All full-time students are given a learning programme that best matches their interests and needs, which will include learning support if required.
- All full time students are assessed for literacy and numeracy skills during enrolment/induction and the need for learning support is identified and timetabled.
- All students requiring ESOL support will be allocated to an ESOL class where possible. Extra ESOL support is available through Study Plus.
- All students are entitled to literacy and numeracy support if needed. This support will be provided by Study Plus.
- In-class whole group support will be provided by Entry level/Foundation (level one) course managers.
- All students have access to IT facilities and appropriate support with accessing information in the Learning Centre.
- Students will also have help with study skills during both general and course inductions and in tutorials at appropriate points in the academic year.
- Full time sixth form and adult students on vocational courses who have a learning difficulty and/or disability are provided with support through Student Services once their precise needs have been assessed. This includes specialist learning support for students with dyslexia. The form of this support may be varied i.e. one to one /in class support/ welfare help.
- Students with a sensory loss are entitled to a facilitator i.e. a communicator/signer/interpreter for those with a hearing impairment and /or a scribe/a reader. A student with a visual impairment is entitled to a scribe. Enlarged copies of work-sheets etc can be made available as can work in Braille, provided that sufficient notice is given.
- Students will be helped to access the most relevant software for their disability/learning difficulty which includes using the Claroread software/text to speech software located in Student Services and Dragon Naturally Speaking software in the Learning Centre and on request from Student Services. Specialist keyboards /computer mouse can also be made available where appropriate.

- Students with a specific need eg a desk/table high enough for wheelchair users, will be helped where possible. In all computer rooms there is now at least one computer station, which can be height adjusted, (two height adjustable computer stations in the Learning Centre and one in the study area) and Student Services has table raisers to use in other classrooms.
- There are laptop computers, alpha smart word processors and/or spellcheckers which can be loaned to Students once the need for such a loan is assessed.
- Course specific support is also available for those who require extra academic help by arrangement with the relevant tutor.
- Appropriate support during examinations will be provided once approval from the examination board has been received. This support may take the form of extra time, rest breaks, scribe, reader, prompter, use of computer, a separate room.
- Adult part time students with a disability on vocational courses are entitled to support following an assessment of their needs, providing a suitably qualified support worker /learning assistant is available.
- If a student entitled to support is in hospital or is absent through ill health for more than two weeks, tutors will send work home or if preferable will e-mail work directly to the student. There will be a designated member of the Student Services team to oversee the distance –learning arrangements.
- All learning support staff will be appropriately qualified or will be working towards a relevant qualification.
- All learning support staff will undertake regular staff development to keep up-to-date with legal requirements as well as best practice.

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 Director of Student Services  
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