



Accessibility Statement 2007/2008



Helping Learners with difficulties and/or disabilities to access
Yeovil College

Yeovil College Equal Opportunities Policy states a
commitment to:

"offer equality of opportunity to all users and staff regardless of nationality or ethnic origin, gender, disabilities, sexual orientation, belief or creed, age or economic status or any other grounds which may lead to discrimination."

The College Quality Manager is responsible, together with the College Equality & Diversity Group, for monitoring and overseeing all aspects of equal opportunities.

Yeovil College Accessibility Statement

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Index

- The Principal's Message

Page 1 Welcome to Yeovil College Accessibility Statement

Page 2 The Disability Discrimination Act Part 4

Page 3 Yeovil College Welcomes Students with Learning Difficulties and/or Disabilities

Page 4 How to Contact us at Yeovil College

Page 5 What to do Before You Apply to College

Page 6 Your Application

Page 7 Admissions Arrangements

Page 8 - 10 Specialist Staff Available to Help You

Yeovil College Accessibility Statement 2007/2008

Index continued

Page 11 Supported Learning Department

Page 12 Specialist Equipment/ Facilities Available

Page 13 Special Exam Access Arrangements

Page 14-15 Support on Your Course

Page 16-17 F.E. & H.E Funding Arrangements

Page 18 Physical Access to College

Page 19 Additional Information You May Find Useful

Page 20 Your Personal Checklist

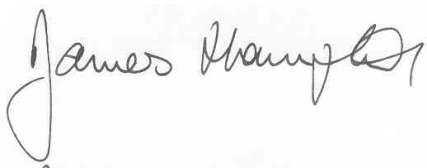
The Principal's Message

"I am pleased to personally endorse our College 2007-2008 Accessibility Statement!

It is our aim to offer a 'user friendly' document that clearly sets out the ways in which we are committed to effectively supporting students with disabilities and/or learning difficulties.

Our statement provides you with straight forward information to help you enrol as a Yeovil College student. It also shows you how to access a whole range of valuable support in order to help you progress and succeed on your chosen course.

I hope you find our Accessibility Statement useful and I look forward to welcoming you to Yeovil College."

A handwritten signature in black ink that reads "James Hampton". The signature is written in a cursive style with a large initial 'J'.

James Hampton
Principal



Welcome to Yeovil College Accessibility Statement.

The aim of our statement is to help students who have learning difficulties and/or disabilities, become familiar with the facilities that are available in College... to help assist and support their individual learning.

Yeovil College has a total of over 7,000 students and offers a broad range of courses, in both Further Education and Higher Education, which are delivered in a friendly and supportive environment.

We recognise that our facilities are not always ideal or fully accessible, but, we are attempting to make continual improvements with the help of student and staff feedback. We can however, confirm that students with a wide range of disabilities and/or difficulties are offered reasonable adjustment and therefore study with us very successfully each year. **We are pleased that you want to join the College community and we will do all we can to help you enjoy your learning experience during your time with us. We are committed to helping you succeed on your course(s)!**

The Disability Discrimination Act Part 4

The Disability Discrimination Act (Part 4) was implemented in Further Education Colleges in September 2002 and has been subsequently amended in 2006. The Act makes it unlawful to discriminate against disabled students and uses a wide definition of disability to include people with:

- ✓ **Physical or sensory impairment**
- ✓ **Specific learning difficulties (e.g. dyslexia)**
- ✓ **Long term Medical conditions**
- ✓ **Mental Health conditions**

Yeovil College is pleased to respond proactively to the Disability Discrimination Act (Part 4) and has produced a current Disability Equality Action Plan as part of the Disability Equality Duty (2006.) We wish to ensure that relevant reasonable adjustment is made to ensure that a student with a disability is not treated less favourably in comparison with others. These adjustments will fall within the boundaries of not compromising academic standards, reasonable cost, practicality, health & safety and considering the interests of other students.

These duties apply to all services which are provided wholly or mainly for Yeovil College students. This will include admissions procedures, teaching and learning, work placements, educational trips, examination provision, car parking, catering facilities, learning resources and sporting and leisure facilities.



Yeovil College Welcomes Students with Learning Difficulties and/or Disabilities

Our Accessibility Statement clearly explains the service you can expect from us. It aims to provide you with all the necessary information about our College and its many facilities.

We encourage you

- to identify and discuss your individual needs with College specialists at the earliest opportunity
- let us know any comments or concerns you may have about this Accessibility Statement

We will be pleased

- to listen to you carefully and respond appropriately
- to give advice and guidance about the level and type of support that may be available to you
- to help with your College application
- to help you to participate fully in College life

How to contact us at Yeovil College

	Main College Address	Mudford Road, YEOVIL, Somerset, BA21 4DR
	College Telephone	(01935) 423921
	College Fax	(01935) 429962
@	College email	info@yeovil.ac.uk
<u>WWW.</u>	Website address	www.yeovil.ac.uk
James Hampton	College Principal (Chair of College Equality Diversity Group)	Tel: (01935) 845400 Email: james.hampton@yeovil.ac.uk
Angela Coward	Head of Learner Journey Services	Tel: (01935) 845316 Email:angela.coward@yeovil.ac.uk
Barbara Hawkins	Department Manager Learning Link	Tel: (01935) 845354 Email:barbara.hawkins@yeovil.ac.uk
Sophie Mars	Department Manager Supported Learning	Tel: (01935) 845338 Email:sophie.mars@yeovil.ac.uk
Kaye Elston	Team Leader - Student Support Services	Tel: (01935) 845448 Email:kaye.elston@yeovil.ac.uk
Phil Hunt	H.E. Academic Support Advisor	Tel: (01935) 845482 Email:phil.hunt@yeovil.ac.uk
John Chell	Facilities Manager	Tel: (01935) 845460 Email:john.chell@yeovil.ac.uk

What To Do Before You Apply To College

Before you apply to join the college you should:-

- ✓ obtain a College prospectus and information leaflets for any courses you may be interested in

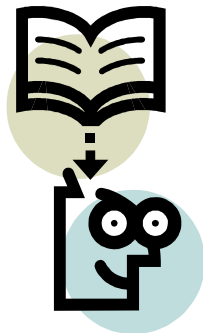
- ✓ visit the College (during open evenings or ask at reception for an appointment to discuss options)

- ✓ discuss courses with the appropriate course manager or subject specialist

- ✓ discuss the level of support that may be available to you with learning support specialists

- ✓ get advice and information to help you make decisions (e.g. financial, transport, etc)

- ✓ visit other colleges and establishments to compare facilities



Your Application

You will be offered an opportunity to discuss and agree your course with a member of college staff; you should at this time mention any individual support needs that you feel you may require on course. You will be asked to fill in an application form. (We will be pleased to help you do this if required.) Please ensure **you tick Question 14** on the application form, to confirm that you would like additional support for your learning.



We will be pleased to discuss your individual support needs in confidence, they may consist of:-

Specialist 1:1 Tutoring	
Learning Support Assistant in-class	
Specialist equipment	
Examination Access Arrangements	
Any other individual support request (e.g. counselling, medical, mental health, chaplaincy, behavioural support, etc)	

Your completed application form should then be handed in, or sent to:-

**Customer Liaison and Enrolment Team
Yeovil College
Mudford Road
YEOVIL Somerset
BA21 4DR**

Admission Arrangements

Our aim is to make the transition to College as smooth as possible for you.

- All applications are firstly considered on course entry requirements.
- Please tell us about any additional needs you may have **when you make your application. We need to know in advance:-**
 - ✓ to help us decide whether we can meet those specific needs
 - ✓ to make sure the support you require is in place when you join us
 - ✓ to be sure that we are offering the correct programme that meets your educational needs
- We try hard to meet any individual additional needs, but **we can only do this if we are aware of them.**
- Any information given to us is strictly confidential and may only be communicated to third parties with your express permission, (except in certain legal situations or where there is a risk of serious injury to yourself or others.)
- A copy of the College's Confidentiality Policy is available on request.
- **We will inform you if it is felt that the College cannot respond adequately to your specific support request. The Learning Link Department Manager or the H.E. Academic Support Advisor are there to help with this process.**

Specialist Staff Available to Help You

At Yeovil College all students have access to support through personal tutors, course managers and other staff directly concerned with your course/s. Early liaison with your course team and relevant members of the **Learning Link Department** and/or the **Student Support Services Team** will help ensure your additional needs are met.

We have dedicated, professionally qualified, specialist staff who are ready to assist you with:

- **specific learning difficulties,**
- **other literacy and numeracy related difficulties**
- **hearing and visual sensory impairment**
- **physical and mobility related disabilities**
- **mental ill health**
- **counselling and personal emotional support needs**
- **personal care needs**
- **total communication**
- **medical and on-going health requirements**
- **technical advice and support for specialist equipment**



ANGELA COWARD - HEAD OF LEARNER JOURNEY SERVICES

Angela manages the Learner Journey Services Area which is responsible for providing services to learners and other customers of the College from their first point of contact until they finish their journey with us. The teams within the Area are: Reception, Admissions, Skills for Life, Learning Link, Student Support Services and Learner Finance and Welfare. The Area is also responsible for Student Union Liaison, Learner Protection and Tutorial support. Angela is based in A01 on the ground floor of the Kingston Block. She line manages the Department Managers and Team Leaders within the Area and represents them on a number of key college committees and strategic groups.

You can contact Angela on - 01935 845316

Email - angela.coward@yeovil.ac.uk



BARBARA HAWKINS - LEARNING LINK DEPARTMENT MANAGER

Barbara manages the Learning Link Department and she is based in Room D03a in the Study Centre. The Department offers students a range of additional academic support options to aid individual and small group learning. Learning Link Tutors and Support Assistants work actively with students across the whole college. Their base is in Learning Link Area of the Study Centre, and their aim is to provide specialist additional support to help effective access and successful completion of studies. Barbara's staff are fully qualified to assess and work with a range of specific learning difficulties and disabilities. Where appropriate, she can arrange for relevant up to date assessments, strategy setting and pro-active support, to enable you to obtain the best from your learning experience in College. The Learning Link Department works very closely alongside the Student Support Services Team, to ensure holistic support is available for students.

You can contact Barbara on - 01935 845354

Email - Barbara.Hawkins@yeovil.ac.uk



KAYE ELSTON - TEAM LEADER STUDENT SUPPORT SERVICES

Kaye leads the Student Support Services team and she can be found in room D03 - Study Centre. Her team work across the whole College and comprises of:

- The College Counsellor (Debra Doggrell,)
- The Mental Health Co-ordinators, (Andy Nation (Adult) & Jessica Churchill (14-18 yrs))
- Social Skills Mentor (Paul Hickman),
- Faith Advisor (Rev David Gent)
- The College Nurse (Mary Dempsey).

Kaye can provide a discreet focal point for student's requiring support for personal/additional social needs. She maintains strong links with the Learning Link Department and with a wide range of external agencies who support the work of the team for more specialist provision. An important part of her role is Lead Child/Learner Protection Officer. All concerns in relation to these specific issues should be referred directly to Kaye who will then take appropriate action.

You can contact Kaye on - 01935845448/ Mobile 07818284626

Email - Kaye.Elston@yeovil.ac.uk



PHIL HUNT - HE ACADEMIC SUPPORT ADVISOR

Phil is based in the University Centre Yeovil, where he provides advice, guidance and specialist support for HE students on a wide range of academic issues. He can offer strategies for

supporting specific learning difficulties, study skills, time-management, etc. If you have a specific learning difficulty such as dyslexia and/or a disability you are strongly advised to contact Phil before you start your HE course. He will be able to discuss your individual needs and ensure that suitable support is put in place as soon as possible. Phil will also be able to discuss and advise you on the process of applying for Disabled Student's Allowance (DSA.)

You can contact Phil on - 01935 845482

Email - phil.hunt@yeovil.ac.uk

Supported Learning Department



SOPHIE MARS- DEPARTMENT MANAGER SUPPORTED LEARNING

Sophie manages the Department for Supported Learning, offering a variety of courses aimed specifically at those students who may benefit

from a fully supported learning environment.

You can contact Sophie on - 01935 845338

Email - Sophie.Mars@yeovil.ac.uk

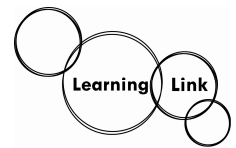
The Supported Learning Department offers a range of full and part time courses **individually tailored** to meet the needs of students with additional learning, social or behavioural needs.

Sophie and her team cater both academically and socially for learners needs, working towards individual learning goals and providing skills that students will need for work, independent living, and to further their progression across the broad college curriculum.

All tutors and support assistants working within this area of college have a range of relevant professional qualifications and diverse experiences.

Specialist Equipment/ Facilities Available

As part of an assessment of your needs we *may* recommend that you have access to specialist equipment and/or facilities to help you to learn more effectively. We have a range of learning resources and facilities, including specialist equipment that we may offer on loan to you, whilst you are studying at college. Specialist assessments, equipment, resources and facilities are all available through the 'Learning Link' Department.



Equipment and resources available to you may include:

- Portable hearing loop
- Braille lecture notes
- Laptop computer
- Specialist software packages (e.g. 'Dragon' voice activated, 'Dolphin' visual enhancement)
- Digital Dictaphone
- Electronic Reading Pen
- 'Drop -In' learning facility within Learning Link Area
- Specialist Learning Link Tutoring available for assessments and 1:1 teaching
- Small group specialist teaching
- Learning Link Assistants for in-class support (e.g. note taking etc)



Special Examination Access Arrangements

Examination access arrangements can be made (with appropriate examination board's approval) for students who, would be unfairly disadvantaged, or are unable to undertake examinations under the usual conditions, for reasons of either permanent or temporary:

- ✓ ill health
- ✓ specific learning difficulty
- ✓ disability

Requests for examination access arrangements will be considered on an individual basis, but must *always* be supported by a current educational psychologist report, a specialist teacher's assessment report, or relevant medical evidence.

Specific support for taking exams can be arranged for you, these may include the use of:

- reader
- scribe
- transcription
- large print / Braille examination papers
- word processor
- additional time
- separate room
- rest breaks

If you feel the use of Examination Access Arrangements may be appropriate to your individual needs, please ensure that you discuss this with The Learning Link Department Manager (F.E.) or The H.E. Academic Support Advisor (see contact list.)

All assessment arrangements conform to those laid down by The Joint Council for Qualifications and College Policy.

Support on Your Course

Full Time Students

Having identified and agreed your individual support needs at enrolment, further monitoring and review of your needs will take place throughout your course.

Your progress will be constantly monitored by your personal tutor, based on regular reviews with your subject specialists plus, where appropriate, any relevant member/s of the Learning Link Department or Student Support Services Team.

The support that we agree with you at enrolment will be ongoing and responsive to your current individual support needs. If you feel that your needs have changed, this should be discussed with your personal tutor and/or your contact staff member within the Learning Link Department or Student Support Services Team.

We will expect you to:

- ✓ Inform your personal tutor and support staff of any changes in your support needs and/or your personal circumstances

- ✓ Regularly attend any agreed additional support meetings

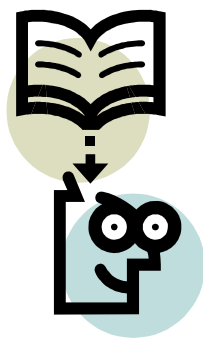
- ✓ Attend your review meetings
- ✓ Take reasonable care and responsibility for any loaned Learning Link Department equipment

.... **You can expect us to:**

- ✓ Offer professional specialist support where appropriate
- ✓ Work flexibly with you to set short, medium and long-term goals/targets to support your learning
- ✓ Regularly monitor and review your progress
- ✓ Respond quickly to your changing individual support needs

Part-time Students

Will be offered the level of curriculum/individual support appropriate to the type of course being studied.



F.E & H.E Funding Arrangements

Further Education

Support for students in Further Education is usually funded directly by the **Learning and Skills Council**. The College also has an **additional fund** available to students who are experiencing financial hardship. An initial enquiry regarding this additional funding should be made through your personal tutor or The Learning Link Department Manger (see contact information).

Higher Education

The University Centre Yeovil does not receive additional funding for students with disabilities on Higher Education courses. **The Department for Education and Skills provides additional grant to students with disabilities in the form of Disabled Students Allowance (DSA)**. You must apply to your Local Education Authority for a DSA to pay for any additional study-related expenses due to your disability. The H.E. Academic Support Advisor (Phil Hunt) can provide further information and assistance with claiming a DSA.

If you do not qualify for a DSA and require additional funding you will have to seek this from charitable trusts and other sources. You are advised to start applying well in advance if you expect to need this extra funding.

'Skill' The National Bureau for Students with Disabilities produces a range of publications including *Applying to Trusts and Funding for Students with Disabilities in Higher Education*. Their web address is www.skill.org.uk or Tel: 0800 328 5050 (voice) 0800 068 2422 (text.)

We will make every effort to identify low cost arrangements and provide equality for you if you are unable to claim DSA, but we cannot guarantee provision. You will need to identify funding for expensive provision such as specialist tuition, note-takers, and lip-speakers, sign language interpreters, care assistants and Braille lecture notes and texts.

If you are studying full time on a Higher Education course, you may be eligible for **Access** funds to pay for certain extra costs arising from your disability, but funds are limited to £800 maximum per student.

The two main sources of funding for personal assistance outside college hours are your local **Social Services** Department and the **Independent Living Fund**.

The **Skill** booklet "**A Guide to Obtaining and Funding Personal Assistance**" give more information about this.

Physical Access To College

The College is aware that not all areas of the campus are totally 'disability friendly'. We are however, working pro-actively towards full compliance with the Disability Discrimination Act (Part 4,) to further improve access facilities. All recommendations from our Whole College Access Report and Disability Equality Action Plan are currently being prioritised jointly by the College Facilities Manager (John Chell - Tel 01935 845460) the Senior Management Team and the College Equality and Diversity Group.

Current Main Site facilities include:

- car parking spaces for disabled users
- appropriate lifts to upper floors
- adapted toilets
- personal care /lifting apparatus
- hearing loops installed in reception, lecture theatre
- wheelchair ramps / handrails
- automatic doors into Study Centre, Main Reception & The Leonardo Building
- electronic notice boards for college messages
- adapted college mini buses
- health suite
- specialist sports/ leisure facilities



We are very keen to listen to individual student's comments regarding College accessibility. Please contact Barbara Hawkins (Learning Link Department Manager) or John Chell (Facilities Manager) if you wish to discuss any issues concerning your personal access arrangements.

Additional Information You May find Useful

Marketing

Our marketing and publicity materials are heavily text based. We understand that this is not always appropriate for everyone, but we will endeavour to offer an alternative format such as audiotapes, CDs, large print, Braille and the use of Total Communication symbols, upon request...wherever possible. (Please contact Yeovil College Marketing Dept for further information)

Complaints

If you have a complaint, we will endeavour to work through the grievance with you, and investigate it effectively and fairly. Many problems can be solved through early discussion. Initially you should contact your tutor, your subject teacher or The Head of Learner Journey Services. If your complaint cannot be resolved at this level, then you have a right for it to be investigated through the College Complaints Procedure. A copy of this procedure may be obtained from College reception.

Further Information

You can find further information regarding Yeovil College, by visiting our College web site - **www.yeovil.ac.uk**

Your Personal Checklist

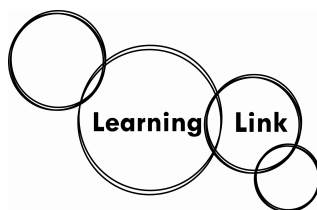
At Yeovil College we encourage each student to adopt a pro-active approach to their studies. **This checklist may help to ensure a smooth start to your College experience.**

- Check all course options available
- Visit the College (and other colleges?)
- Check access to buildings
- Check availability of medical attention
- Identify and discuss your support needs
- Discuss your choice(s) with subject specialists
- Agree your course with course manager
- Agree your support needs with specialist staff
- Make sure your application is made in good time
- Ask who your personal tutor will be
- Make a list of questions you need answered
- Find out where support is located
- Make a note of who you should speak to if you have any problems
- Be aware of the College Complaints Procedure



We at Yeovil College aim to provide you with the best possible support to help you succeed on your chosen course/s. We hope that our Disability Statement is useful in helping you to access all the support information you need, so that you are able to make individual choices about your future learning.

We wish you every success in your studies!



"Link into success with Learning Link"