



Accessibility Statement



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

Yeovil College Accessibility Statement

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	Specialist Staff Available to Help You
Page 11	Faculty for Preparation for Life and Work
Page 13	Specialist Equipment/ Facilities Available
Page 14	Special Exam Access Arrangements
Page 15	Support on Your Course
Page 17	F.E. & H.E Funding Arrangements
Page 19	Physical Access to College
Page 20	Additional Information You May Find Useful
Page 21	Your Personal Checklist

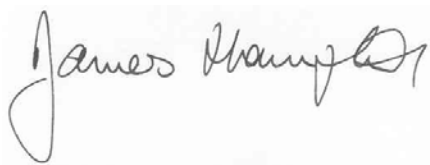
The Principal's Message

"I am pleased to personally endorse our College 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 (2009.) 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	Yeovil College, 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 Support Services	Tel: (01935) 845354 Email: angela.coward@yeovil.ac.uk
Ruth Morgan	Team Leader - Student Support Services	Tel: (01935) 845448 Email: ruth.morgan@yeovil.ac.uk
Angie Francis	Learning Link Specialist Teacher	Tel: (01935) 845316 Email: angie.francis@yeovil.ac.uk
Lorraine Burchell	Faculty Director Preparation for Life and Work	Tel: (01935) 845338 Email: lorraine.burchell@yeovil.ac.uk
Emma Samuels	Curriculum Quality Manager Preparation for Life and Work (14 - 19)	Tel: (01935) 845353 Email: emma.samuels@yeovil.ac.uk
Tim Gillett	Curriculum Quality Manager Preparation for Life and Work (Adults)	Tel: (01935) 845353 Email: tim.gillett@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 that you tick the question about extra help 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 Practitioner in-class	
Specialist equipment	
Examination Access Arrangements	
Any other individual support request (e.g. medical, mental health, chaplaincy, social/emotional/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 based 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 harm 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 Head of Learner Support Services 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 Team** 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**
- **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 SUPPORT SERVICES

Angela manages the Learner Support Services Area which comprises Learning Link, Student Support and Student Services. The Area is also responsible for Student Union Liaison, Safeguarding and Equality and Diversity. Angela is

based in D13 in the Learning Centre. She line manages the Team Leaders within the Area and represents them on a number of key college committees and strategic groups.

You can contact Angela on - 01935 845345

Email - angela.coward@yeovil.ac.uk



PHIL HUNT - HE ACADEMIC SUPPORT ADVISER

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

The Learning Link Team

Learning Link offers students a range of additional academic support options to aid individual and small group learning. Learning Link Tutors and Support Practitioners work actively with students across the whole college. Their base is in Learning Link Area of the Learning Centre, and their aim is to provide specialist additional support to help effective access and successful completion of studies. The staff are fully qualified to assess and work with a

range of specific learning difficulties and disabilities. Where appropriate, we 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 Team works very closely alongside the Student Support Services Team, to ensure holistic support is available for students.



RUTH MORGAN - STUDENT SUPPORT SERVICES TEAM LEADER AND SAFEGUARDING OFFICER

Ruth leads the Student Support Services Team she can be found in room D05 - Learning Centre. Her team work across the whole College and comprises of:

- Student Support Adviser - Jessica Churchill
- Student Health Adviser - Gemma Stacey
- Student Support Assistant - Nina Perry
- Faith Adviser - Jarrett Wilson

Ruth can provide a discrete focal point for students requiring support for personal/additional social needs. She maintains strong links with the Learning Link Team and with a wide range of external agencies. They support the work of the team for more specialist provision. An important part of her role is Designated Safeguarding Officer. All concerns in relation to these specific issues should be referred directly to Ruth who will then take appropriate action.

You can contact Ruth on - 01935845448/ Mobile 07973898849

Email - ruth.morgan@yeovil.ac.uk

Faculty for Preparation for Life and Work



LORRAINE BURCHELL - Faculty Director

Lorraine manages the Faculty which offers a range of full and part time courses **individually tailored** to meet the needs of students with additional learning, social or behavioural needs.

They also offer course for adults who want to improve their English and maths skills at all levels, from below entry level to levels which are equivalent to GCSEs.

You can contact Lorraine on - 01935 845338

Email - lorraine.burchell@yeovil.ac.uk



EMMA SAMUELS- Curriculum Quality Manager (14-19)

Emma manages the provision for students aged 14 - 19 offering a variety of courses aimed specifically at those who may benefit from a fully supported learning environment.

You can contact Emma on - 01935 845353

Email - emma.samuels@yeovil.ac.uk



TIM GILLETT- Curriculum Quality Manager (Adults)

Tim manages the provision for adult students offering a variety of day-time and evening courses, including maths and English, and other life-skills courses where learners may benefit from a fully supported learning environment.

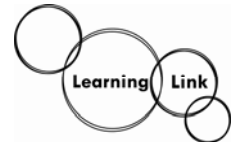
You can contact Tim on - 01935 845353

Email - tim.gillett@yeovil.ac.uk

The 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 onto other college courses. All tutors and support practitioners working within this area of college have a range of relevant professional qualifications and have experience of working with learners with a variety and range of needs.

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 'Learning Link'.



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 Support Practitioners 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 Head of Learner Support Services (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 Team 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 Team 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

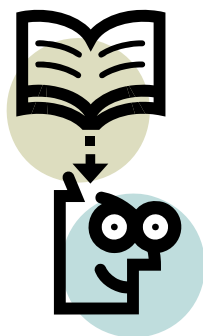
- ✓ Attend your review meetings
- ✓ Take reasonable care and responsibility for any loaned Learning Link equipment

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 **Skills Funding Agency** and the **Young People's Learning Agency**. 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 Head of Learner Support Services (see contact information).

Higher Education

The University Centre Yeovil does not receive additional funding for students with disabilities on Higher Education courses. **The Team for Education and Skills provides additional grant to students with disabilities in the form of Disabled Students Allowance (DSA)**. You must apply to Student Finance England 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** Team 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 Leadership 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, Learning Centre
- wheelchair ramps / handrails
- automatic doors into Learning Centre, Main Reception & The Leonardo Building
- electronic notice boards for college messages
- adapted college mini buses
- health suite
- specialist sports/ leisure facilities



Current UCY Facilities include:

- car parking spaces for disabled users
- lift to upper floor
- adapted toilets
- hearing loops installed in reception,
lecture theatre and some teaching rooms
- wheelchair ramps / handrails
- automatic doors both into and out of the Reception
area



We are very keen to listen to individual student's comments regarding College accessibility. Please contact Angela Coward (Head of Learner Support Services) 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 Support 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
- 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

At Yeovil College we aim to provide you with the best possible support to help you succeed on your chosen course/s. We hope that our Accessibility 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!

