



# Disability Statement

Meeting our Learners' needs

2011-2012

# Welcome to Adult Education College Bexley

The College fully and actively supports inclusive lifelong learning for all and welcomes adults with learning support needs or disabilities.

This leaflet will tell you about the types of practical help available for those who need a little extra support.

## What we are striving to achieve

A positive and supportive learning environment which:

- ◆ Ensures all learners feel valued and included
- ◆ Encourages learners to feel fully integrated and involved
- ◆ Enables learners to achieve their personal learning goals, to progress and develop
- ◆ Removes the barriers to learning

## Equality Act 2010

This new legislation replaces and builds on the Disability Discrimination Act, although the key principles in terms of disability remain the same. The College has a responsibility to:

- ◆ Ensure that an individual is not treated less favourable for a reason related to their disability;
- ◆ Make reasonable adjustments to prevent an individual being placed at a substantial disadvantage.

## Admissions arrangements

In line with the Equality Act 2010 we can offer educational advice and guidance both before you join a course and while you are studying with us. We will make every effort to ensure that you are able to join the class of your choice. Unless a course is targeted for a specific group, the College welcomes applicants from all sectors of the community. For an informal discussion please ring our Learner Support Manager. If you prefer we will arrange a confidential interview for you.

## Who to contact

### Learner Support Manager

**Glenda Jackson** ☎020 8269 8990

E-mail: [glenda.jackson@adultedbexley.org](mailto:glenda.jackson@adultedbexley.org)

### Strategic Manager of College & Student Services

**Fiona Playford** ☎020 8269 8999

E-mail: [fiona.playford@adultedbexley.org](mailto:fiona.playford@adultedbexley.org)

### Adult Literacy & Numeracy

**Enid Bridge / Christine Mackenzie**

☎020 8298 2841

E-mail: [enid.bridge@adultedbexley.org](mailto:enid.bridge@adultedbexley.org)

E-mail: [christine.mackenzie@adultedbexley.org](mailto:christine.mackenzie@adultedbexley.org)

### ESOL

**Gail.Treves-Brown** ☎020 8298 2835

E-mail: [gail.treves-brown@adultedbexley.org](mailto:gail.treves-brown@adultedbexley.org)

### Cross College LLN Support

**Andrea Khan** ☎020 8298 2830

E-mail: [andrea.khan@adultedbexley.org](mailto:andrea.khan@adultedbexley.org)

### Curriculum Manager, LLDD

**Julia Bentham** ☎020 8269 8991

E-mail: [julia.bentham@adultedbexley.org](mailto:julia.bentham@adultedbexley.org)

### Student Welfare Officer

**Jeanette Haider** ☎020 8298 2822

E-mail: [jeanette.haider@adultedbexley.org](mailto:jeanette.haider@adultedbexley.org)

### Careers Advice & Guidance

**Chris Covil** ☎020 8298 2820

E-mail: [guidance@adultedbexley.org](mailto:guidance@adultedbexley.org)

### Access Funds

**Anne Lynch** ☎020 8298 2825

E-mail: [anne.lynch@adultedbexley.org](mailto:anne.lynch@adultedbexley.org)

# Specialist Support

## Provision for visually impaired learners

The College is proud to announce that it now works in partnership with Action for Blind People. Expert advice and knowledge is now available to help the College meet our learners needs. We now have the voice activated software 'Jaws' at all our sites.

If you would like a guided 'familiarisation' tour this can be arranged through the Learner Support Manager. If you require enhanced text, please contact our office staff at each centre. They are always happy to help.

## Provision for hearing impaired learners

Most of our teaching areas are fitted with a Loop Induction System. Radio microphones are available at Sidcup, Brampton Road, and Crayford. The College has a portable loop system at each main site. In addition our IT suites at each main site, the Open Study Centre and reception at Sidcup have been fitted with the latest infra-red system.

## Provision for learners with autism

We support the Autism Strategy published 3rd March 2010. We will ensure that students with autism will get equal education opportunities.

## Communication support worker

An individual assessment can be arranged for learners whose first language is British Sign Language. This will enable the College to put the correct level of support in place.

## Provision for learners with a learning disability

The College offers a wide range of courses for people with learning disabilities.

- ◆ Classes are offered at various centres across the borough
- ◆ Learners are offered an interview before enrolment
- ◆ Classes are small and friendly

Please refer to our main brochure to see what is available or contact the Curriculum Manager for LLDD, Julia Bentham ©020 8269 8991

## Provision for learners with mental health difficulties

Support is arranged, on an individual basis, where the Learner Support and Health Declaration Form has indicated a need. The College has strong links with Oxleas Mental Health Team where expert advice and guidance is available.

## Provision for learners with a learning difficulty

If you have a learning difficulty, e.g: Dyslexia, please contact Andrea Khan ©020 8298 2830 to find out what support is available.

## In-class support

- ◆ note-taking
- ◆ learner support assistants
- ◆ specialist software
- ◆ loop system
- ◆ ICT assessments
- ◆ support for exams
- ◆ classroom assistants and volunteers
- ◆ support in the Open Study Centre
- ◆ help with access for mobility impaired students
- ◆ communication support for the sensory impaired
- ◆ specialist equipment – based on individual needs
- ◆ taping of sessions – this can be arranged if other students are in agreement.
- ◆ personal care facilities at Brampton Road.

## ICT Assessments

These can be arranged for learners with a disability, wishing to enrol on a mainstream class.

## Advice of Access / Mobility

We have three main buildings and additional sites throughout the borough. Many improvements have been made - all unique teaching space has been abolished making all the sites fully accessible.

Although we have accessible toilets in each of our main centres, the College cannot offer personal care support. Arrangements can be made for learners' Personal Assistants to attend classes with them.

Our site at Brampton Road has a hygiene room with hoisting and changing facilities.

## Support for exams

Subject to the approval of the awarding bodies. Specific arrangements might include extra time, a reader or amanuensis, sign language interpretation, large script papers and access to technology. Please let us know in plenty of time so we can arrange this for you.

You will be required to provide written evidence if you require any special arrangement.

## Financial Assistance

To find out what is available please refer to our main brochure.

## Links

The College has close links with many outside agencies including:

- ❖ Bexley's Learning Disability Team
- ❖ Oxleas Mental Health Trust
- ❖ Bexley's Speech & Language Therapy
- ❖ Action for Blind People
- ❖ Bexley Deaf Centre
- ❖ Bexley Twofold
- ❖ Bexley Mencap
- ❖ Equality Human Rights Commission
- ❖ Inspire Community Trust

We will also use outside consultants/access centres to establish learners' support needs. If it is not possible for the College to provide adequate support for particular learners then we will try to advise you on appropriate alternatives.



## Complaints

Occasionally, despite our best efforts, things still sometimes go wrong! If you have a concern or a complaint, you can ask for a copy of our Complaints Procedure available at all our offices.

Help us improve our service - all our learners' views are important to us. If you have any comments or suggestions about this leaflet or about our service generally, please contact our Learner Support Manager:

**Glenda Jackson** ☎020 8269 8990

E-mail: [glenda.jackson@aduldebexley.org](mailto:glenda.jackson@aduldebexley.org)

This leaflet is also available in the following formats on request: tapes, Rebus symbol, large print, disk, braille.