

STUDENT SERVICES

ADDITIONAL LEARNING SUPPORT



Disability Support in Further Education

Contents

1. Introduction
2. Resources
3. Accessing the support resources you need
4. Funding
5. Evidence
6. Identification of Needs Assessment
7. Study Needs Assessments
8. Checklist
9. Useful contacts

1. Introduction

This booklet will explain the resources that are available at CCAD and how you can access them and will also provide you with the information you need to help you to achieve your full potential.

The term “disability” includes all those students who experience a visual or hearing impairment, wheelchair users, people who have a mobility difficulty, people with long-term medical conditions, mental health services users, people with autistic spectrum disorders including Asperger syndrome, people with cancer, HIV & Aids, MS, epilepsy, diabetes or asthma as well as people with Specific Learning Difficulties such as dyslexia and dyspraxia. People who experience any other long term condition which has a significant impact on their day to day activities may also be included.

The information provided in this booklet applies to those students who are UK residents or who have residency status. If you are not a UK national, or do not have residency status you will need to contact the College Disability Adviser or SEND Co-ordinator.

2. Resources

No matter where you are studying or plan to study, all colleges want to promote equality of opportunity. To do this they will want to make sure reasonable adjustments are made to ensure that you can participate fully in your chosen course of study and the wider student experience.

All Colleges will have staff whose job it is to help you to identify and arrange the support you require to meet your individual needs. Examples of the types of resources that may be available include:

- Specialist tuition
- Note taking support
- Mobility support
- Mentor support
- Sign language interpreters
- Specialist equipment and software
- Lecturer and support staff awareness
- Specific examination arrangements
- Home to college diary

This list does not include all the support resources that may be available.

3. Accessing the support resources you need

Whilst you are studying in further education **you are responsible for making the college aware of your support needs.** The college will then assess and help to implement any necessary support and with the help of the SEND Co-ordinator your needs will be reviewed from time to time to assess whether any changes may be required.

You will need to talk to the SEND Co-ordinator about your difficulties, your support needs, and the type of course you are studying or planning to study. They will then be able to guide you through what you need to do to access support.

The college may also need to work with other agencies to arrange your support. These agencies may include your Local Authority, your previous school or college and your careers adviser within Connexions or IYSS.

Working with other agencies is important especially if the support you require is complex or may involve several different members of staff within the college or from an agency.

Your college will discuss your needs with you and with external agencies so that they can ensure your support is effective and that it builds on any previous support that you have had.

4. Funding

Most of the support that students need while they are studying will be provided by the college. Most colleges will have a range of support strategies that they can very quickly and easily put in place just before you start your course or during your study if your needs change. Some students however, will have more complex needs than others and the college may need to apply for some funding to help with the cost of providing their support.

If you need to access support strategies such as a PC at home, specialist software or support from a specialist tutor, your SEND Co-ordinator will need to talk to you about why you need these resources and how they are going to help you.

Although the funding your college may apply for is to support you and your specific needs, the application itself will be dealt with by the college. Even though the college is applying for the funding, it is helpful if you work with them as much as you can by providing any information they ask for and by keeping them up to date when attending appointments or speaking to them by phone. This will ensure that you are receiving all the support you need.

What will the funding pay for?

The funding the college applies for will pay for any support you need to study your course, as long as the support is directly related to your disability or learning need.

If the College accesses funding to purchase any equipment for you, this equipment will be loaned to you for the full length of your course. When you finish your course you will need to return it.

How do I know what support I will need?

When you apply for a course you will be asked to provide information about any learning difficulties and/or disabilities you may experience. This information will be used to assess any support you need and to justify any which is put in place. You will also be asked to have an assessment of your needs. There are two types of assessment that the college will carry out.

The first is known as an Identification of Needs Assessment (IoNA) this is a quick and simple assessment that can be done over the phone or at your interview. The IoNA will detail any disabilities or learning needs you experience, the way they affect you and the support you will need.

The second type of assessment is a Study Needs Assessment for Further Education (SNAfFE). The SNAfFE will be written by the disability adviser if a student needs significant support. It will detail the support needed and include a request for any necessary funding. More about what information you need to supply and the way that your needs are assessed is included in this booklet.

What happens if my needs change during my course?

If you experience a condition that changes from time to time, it is important that the information you give the college details this. These changes can then be factored into your support recommendations. If however your support needs change unexpectedly, they can be reassessed and the college can change the support you receive.

5. Evidence

Providing the right information when requesting support is very important. The information that you give to the college or put on your application form needs to clearly state:

- The name of any condition or disability you experience
- The way that it affects you on a day to day basis
- Any future changes in your condition or disability that will impact on your course
- Details of any equipment or support that you have accessed before.

Where should I get my evidence?

Students who have accessed support before may already have seen or be due to meet with their Connexions or IYSS adviser. Connexions and IYSS will often provide colleges with a Learning Difficulties Assessment (LDA). This is sometimes called a Section 139a.

If you haven't had an LDA or a Section 139a you can provide other evidence that will help the college put together your Study Needs Assessment.

Medical conditions

Your evidence should be written by a suitably qualified professional who knows you or your case history. This might be your GP, Consultant, Practice nurse, Community Psychiatric Nurse or another medical professional.

Your evidence must be up to date and written within the past year. It does not need to be a full medical report but should be signed and give details of the person who has written it. Your SEND Co-ordinator may be able to provide you with a standard letter that you can give to the person writing the report which details the information required.

Specific Learning Difficulties (SpLD)

If you are a dyslexic thinker, experience dyspraxia or another Specific Learning Difficulty or Moderate Learning Difficulty, you might have had a Special Educational Needs (SEN) report,

Specialist Teaching report or Request for Special Exam Arrangements report carried out. If you have any of these it would be helpful if you could provide the college with a copy.

Evidence of previous support

If you have accessed support before but don't have any documentary evidence, you could ask your previous college or school to provide a letter with details. Alternatively, you could simply provide the college with contact details for someone at your old school or college who would be able to help.

Who is responsible for providing evidence?

It is your responsibility to make the college aware that you have additional support needs. You can do this at any time before or after you have started your course. The best time for you to do this is when you apply. Making the college aware of any support needs won't affect your application and it means the college has a longer period of time to put your support in place.

If you make the college aware of a support need just before your course commences or once you are studying, they may not be able to get your support in place for your starting date. The college will work hard however to make sure your support is in place as quickly as possible.

Who will use the information I provide?

Any evidence you provide will be treated as confidential information. You will be asked by all those who you choose to send it to whether you are happy for the information to be used. Essentially however your evidence will be seen and used by three separate organisations;

1. The College Student Recruitment Team

If you put information about your disability on your application form or enrolment form the first people to see or use this are the student recruitment team. They will enter this information onto the college information system and then make the SEND Co-ordinator aware.

2. The SEND Co-ordinator

Once the SEND Co-ordinator is made aware of the information you have supplied they will need to speak to you to talk about support. They will normally do this by arranging an appointment and may contact you by phone or e-mail to set this up.

The SEND Co-ordinator will also use the information you have given to write your Study Needs Assessment (SNAfFE) and with your permission make your teaching staff aware of any support that they need to give to you.

3. Other agencies

If the college need to apply for extra funding, or if they need to contact agencies such as Connexions or IYSS, they may need to share information that you have given. Before the SEND Co-ordinator does this they will ask your permission.

Because the information you give the college is confidential they will only share information if you give your permission. If you do not wish to give your permission to share information this

will be respected, although it may mean the college is not able to provide you with all the support you need. The SEND Co-ordinator will tell you of any support they will not be able to provide if you make this decision.

6. Identification of Need Assessment (IoNA)

When a student makes a college aware of an additional support need, the college need to assess that need and make sure that, if necessary, support is put into place. To do this they will carry out an IoNA. This is a simple assessment that can be carried out over the phone or during an interview by a student support adviser that will gather information about you and your support needs.

The IoNA is then used to either refer you for a more in-depth assessment such as a SNAfFE (if the college thinks you might need quite a lot of support), refer you to other services, pass information that you would like to share to your teaching staff, or if no support is required, the information will be held on your confidential file.

7. Study Needs Assessment for Further Education (SNAfFE)

If you are studying a further education course and need significant support you will need to have a Study Needs Assessment.

What is a Study Needs Assessment?

A Study Needs Assessment is a meeting between you and the college SEND Co-ordinator. The adviser will talk to you about your course, your disability and your specific difficulties. The adviser is not medically trained and will not carry out any medical assessments.

In your assessment appointment the adviser will be able to discuss any equipment that you may find useful as well as support from staff or personal assistants. The assessment is informal and will take approximately an hour.

Where can I have a Study Needs Assessment?

Each College is different but the SEND Co-ordinator in the majority of colleges will arrange a time for you to visit the college so that they can carry out the assessment. In some circumstances the adviser may be able to visit you at home.

To arrange an appointment you will need contact the college and ask to speak to a disability adviser or a member of student support staff.

What happens after the appointment?

After you have had the meeting the SEND Co-ordinator will write up a report and complete any funding forms that are needed. Once the report has been written you will be sent a copy to read through and agree. If there is anything in the report that you disagree with you can make contact with the SEND Co-ordinator and ask for some changes to be made.

Who arranges my support?

The support that is recommended in your Study Needs Assessment will be arranged by the college. It is important that you work with the SEND Co-ordinator however, so that any support can be arranged to fit within your timetable.

Making the college aware of any changes in your condition or any changes to the support you are receiving will be your responsibility, although the SEND Co-ordinator will arrange to meet with you on a regular basis to review your support.

8. Checklist

To help make sure you have done everything you need to in order to access support, please use the following checklist.

1. Stay in touch

Before you start your course or if you experience difficulties while you are studying you should contact your SEND Co-ordinator or Student Services Adviser. You will need to make sure you keep them updated regarding your support and should contact them with any questions you have.

2. Arrange suitable evidence

You will need this evidence to arrange support at your college and the college will need it to apply for any necessary funding

2. Respond to letters, e-mails & phone calls

The college will need to make regular contact with you before and during your time at the college. It is important that if they contact you, you respond. Colleges will only contact you as and when they need to speak to you.

3. Read reports

Any reports that the college writes and shows to you are about you and the support you need. You must make sure that you read them and agree to the recommendations and contact the adviser if you need to make any changes. If you need help to read any reports or information you should contact Student Services Team.

4. Take responsibility

Arranging support and providing evidence is your responsibility. It is important that you follow all of the processes so that you have access to what you need. If you are unsure or need help contact your SEND Co-ordinator.

Throughout the process of arranging support you should ensure that you keep your SEND Co-ordinator updated. Your SEND Co-ordinator can also support and provide answers to any questions you have at any time.

9. Useful Contacts:

SEND Co-ordinator: Marianne Craven
01642 856132
Marianne.Craven@ccad.ac.uk

Disability Adviser: Simon Morris
01642 856123
Simon.Morris@ccad.ac.uk