

Sutton College of Learning for Adults

www.scola.ac.uk



Disability Equality Statement

SUTTON COLLEGE OF LEARNING FOR ADULTS DISABILITY EQUALITY STATEMENT 2009 / 11

Any member of college staff would be happy to read this leaflet with you and explain it.

DEFINITION AND COMMITMENT

SCOLA (Sutton College of Learning for Adults) is actively working towards enabling students who have learning difficulties and/or disabilities to maximise their learning opportunities and is committed to providing access in both physical and academic terms. Individuality will be respected and valued. The College expects all students to work co-operatively and with respect for each other and College policies.

This disability statement, which gives you information and tells you about the services and facilities available to you, will be reviewed bi-annually. It should be read in conjunction with the main prospectus.

This disability statement is available (upon request) in more accessible formats including:

- ★ Large print
- ★ Braille
- ★ Audio cassette
- ★ Some languages

The College's commitments are also set out in the following documents:

- ★ Equality & Diversity Policy
- ★ Student Charter/Learner Entitlement
- ★ College Mission Statement
- ★ Race Equality Policy
- ★ Learning Support Policy
- ★ Equality Scheme
- ★ Health and Safety Policy
- ★ IAG Charter

CONTACTS

The Learners with Learning Difficulties or Disabilities Manager (LLDD) has responsibility for students with learning difficulties and/or disabilities and can be contacted on:

- ★ Telephone: 020 8770 6919
- ★ Fax: 020 8770 6933
- ★ E-mail: reception@scola.ac.uk
- ★ Website: www.scola.ac.uk
- ★ Minicom: 020 8770 5176
(c/o Civic Centre)

Staff in any of our centres will be pleased to talk to you at any time during opening hours.

SCOLA offers a wide variety of part-time day and evening courses, including accredited courses for adults with learning difficulties and/or disabilities. You will not be prevented from applying for a course on the grounds of having a learning difficulty, a mental health difficulty and/or a disability.

ADMISSIONS AND ENROLMENT

To arrange an assessment, advice and guidance or interview prior to enrolling on a course for adults with learning difficulties, please contact the LLDD Manager.

Students enrolling on mainstream courses who require additional support are asked to indicate this on the enrolment form or at any pre-enrolment discussions/assessment. Learning Support Services will contact you to assess your needs.

INFORMATION & ADVICE SERVICE

Course Detail Forms:

Course Detail Forms provide information about objectives, topics, materials and progression and are available prior to enrolment and on request. They can be obtained from the Centre where the course is held, from the Sutton Centre or via our website www.scola.ac.uk

Learning Advice Centre:

SCOLA offers an information and advice service at the Sutton Centre. It is a free service which is open to all adults and provides vocational, educational and training guidance on an individual basis. To make an appointment telephone 020 8770 6945, or call in to Sutton Adult Education Centre, St Nicholas Way, Sutton, Surrey SM1 1EA. A listing of SCOLA's courses and fees can be accessed within the College's main prospectus.

We produce a separate Special Educational Needs 'Course and Information' booklet in which students will find information about the courses we run, and how to enrol on them. We have also produced an accessible information and guidance booklet called 'Going to College' incorporating 'widgit' symbols.

For further information, and/or a copy of either booklet, please contact the Learning Advice Centre, any SCOLA Centre or the Head of Programme for Special Educational Needs, or visit the SCOLA website at: www.scola.ac.uk

PHYSICAL ACCESS TO CENTRES & FACILITIES

SCOLA has an extensive programme of adult education and training courses which are organised across the Borough in daytime and evening Adult Education Centres. Various community venues are also used. Disability access and facilities vary from centre to centre; you will need to contact the centre concerned or the Learning Advice Centre for further details. Sutton, Wallington and North Cheam Centres are fully accessible. The contact numbers for each centre are in the main prospectus and on our website - www.scola.ac.uk

You may leave your details for the Administrative Head of Centre to phone you. Further information can be found in the Student Handbook.

Relocation of rooms:

We will try, wherever possible and practical, to relocate classes in order to facilitate access.

LEARNING SUPPORT SERVICES

Following your disclosure of a difficulty and/or disability an assessment of your individual needs will be made. The College will try to provide, wherever possible, the type of support you need. We also operate a co-student and volunteer scheme in certain circumstances. The College cannot guarantee to provide you with learning support.

Learning Support:

You can access the service in the following ways:

- ★ When you enrol on your course by ticking the appropriate boxes on the enrolment form.
- ★ By telling your tutor or another member of SCOLA staff. You should do this before joining the course or at the start of the course.
- ★ Following your disclosure, Learning Support Services (LSS) will send you a leaflet about Learning Support and a request form. You will need to complete the request form and return it to the LSS. A member of staff will then contact you to discuss and agree your support needs and make appropriate arrangements where possible.

Specialist equipment:

We have access to some specialist equipment which can be provided for you upon request. All centres have 'Hearing Helper' systems equipment for use with groups and/or individuals



We are not able to offer support in the following areas:

- ★ Provision or arrangement of transport.
- ★ Personal care, support or specialist supervision at meal breaks.
- ★ Supervision outside teaching hours.
- ★ Specialist, personal support in the classroom on an individual basis.



EXAMINATION / ASSESSMENT / ACCREDITATION

Entry to examinations and accreditation is managed by the Examinations Department.

You can contact them on:

- ★ Telephone: 020 8770 6916
- ★ Fax: 020 8770 6933
- ★ E-mail: exams@scola.ac.uk

Following your disclosure of a difficulty and/or disability special arrangements can be agreed with the Learning Support Service.

Applications for special arrangements need to be submitted before the examination entry is made.

Examples of special arrangements include extra time, provision of a reader, provision of a scribe, and the word-processing of examination papers.

FEES / FUNDING

In line with government priorities, students with learning difficulties attending discrete provision, i.e. courses specifically for adults with learning difficulties, will not be charged any fees for tuition, administration, accreditation or materials.

For many courses a concessionary fee applies; details are in the main prospectus.

Learner Support Funds:

The College manages funds to give some financial help for course fees, examination fees, and childcare. An application form is available from any College Centre office.

For information regarding Learner Support Funds contact Janice Scott on: janicescott@scola.ac.uk

QUALITY ASSURANCE

The College monitors and reviews the quality of its provision on a regular basis. Your views and opinions are always welcome.

We have a Learning Difficulties Advisory Group with representation from students, staff, and local voluntary and statutory organisations. In addition we have an Equality and Diversity committee and Student Focus Groups. Please contact your Head of Centre for further details

LINKS WITH OTHER AGENCIES

SCOLA works closely with statutory and voluntary organisations in the local community including the Health Authority and Social Services.

COMPLAINTS PROCEDURE AND APPEALS

Although SCOLA is committed to providing the very best possible adult education service, sometimes things can go wrong. SCOLA aims to resolve issues quickly and courteously. All students/staff should raise any concerns they may have with Centre Staff in the first instance. They will do all they can to help.

However, if you are still not satisfied and wish to make a formal complaint, please follow SCOLA's complaints procedure and complete the relevant forms available from the Centre Office. Students with learning difficulties and/or disabilities are entitled to specific support, if they wish, in making their complaint, e.g. with the support of an advocate or documents in Braille.

EVERYONE in the College has a responsibility to ensure that the requirements of the Disability Discrimination Act are met.



INVESTOR IN PEOPLE



CUSTOMER SERVICE EXCELLENCE

SCOLA

Sutton College of Learning for Adults
St Nicholas Way, Sutton, SM1 1EA Tel: 020 8770 6901 Fax: 020 8770 6933
reception@scola.ac.uk www.scola.ac.uk