

Supporting Learning at SCOLA

SCOLA Learning Support Statement

SCOLA believes that learners are entitled to receive appropriate learning support to enable them to access courses and succeed. Staff at the College are committed to providing opportunities for learners to disclose learning difficulties and/or disabilities and any other difficulties that learners feel may impact upon their learning.

SCOLA has a variety of services that are offered to students to help maximise their learning opportunities. SCOLA wants all students to be aware of the services available.

How Support is Requested

SCOLA wants all students to feel confident about declaring any difficulties at enrolment or as soon as possible after starting the course and actively encourages students to disclose any difficulties that may impact on their learning. After the student declares any difficulty on the enrolment form, a Yellow Additional Learning Support (ALS) request form will be forwarded by the tutor to the student to complete explaining what difficulty may be experienced. Once the form is returned, a specialist adviser will be allocated and will contact the student in order to make arrangements for appropriate support.

The student may also request support after the course has started by talking to the tutor or centre staff who will then assist the student to complete the Additional Learning Support request form. All staff in the College are committed to supporting and advising students, referring them to appropriate personnel where necessary including appropriate agencies external to the College.

Information Advice and Guidance (Advice Service)

- Information about all SCOLA courses is made available to prospective students in hard copy and on the SCOLA website www.scola.ac.uk and can be requested in different formats.
- The main aim of this service is to provide free impartial information and advice to all throughout the year on a drop in basis Monday to Friday and bookable sessions for CV preparation, job applications and career guidance during the term time.
- All accredited courses require screening and detailed initial assessments to ensure learners are enrolled on appropriate courses
- The college has a Matrix accredited IAG service based at Sutton centre with some provision extended to different locations in the Borough.
- In order for students to make informed judgements about the suitability of the course and its level, Course Details Forms(CDF) are available. These include

information about course requirements, initial assessments, accreditation where applicable, intended outcomes, any additional costs and progression routes. Students requiring more information are invited to contact the Advice Centre and/or Curriculum Managers.

- All students wishing to access Skills for Life English and Maths or English Language (ESOL) courses and discrete provision for students with learning difficulties and/or disabilities are interviewed and formally assessed prior to entry.

Learning Difficulties and or Disabilities

Information Advice and Guidance (IAG):

- The Learners with Learning Difficulties/Disabilities (LLDD) department produces a separate LLDD courses and Information booklet with information about courses, the cost and how to enrol on them.
- There is also a pictorial guide to curriculum areas entitled ' Going to College' and a symbol guide in the student handbook produced by and for students with learning difficulties.

Initial Assessment:

- There are programmed IAG slots and Information Sessions where students with learning difficulties have an initial Information and Assessment interview with the LLDD Curriculum Manager, which includes a baseline assessment, prior to enrolment to help them make informed choices about their learning.

Additional Support:

- In line with College procedures following a disclosure of an additional difficulty &/or disability an assessment of individual needs is made. The department will then try to provide, wherever possible and practical, the type of support that is needed. This may include the following:
 - Adaptation of teaching & learning resources
 - Specialist equipment
 - Individual tutorials
 - Improved access

English Language Support

If English is not a student's first language and he/she is finding the language on the SCOLA mainstream course difficult, the student can apply for language support.

The Skills for Life English Language Department offers a variety of support for bilingual learners on vocational courses. Students may be offered support within the group or additional sessions at another time.

Additional Support including Dyslexia Support

The College has specialist tutors available to provide support to learners with specific learning difficulties enrolled on accredited courses. Provision may include in-class support or extra support arranged at a different time. There are procedures in place

to arrange a full dyslexia assessment, depending on the learner showing a full commitment to the SCOLA course on which they are enrolled.

Learner Support Fund

SCOLA has access to some funds from the Learning and Skills Council to help students who have financial difficulties and who may find the tuition fees a barrier to studying. These funds are limited and may also be used to support childcare in some cases and fund certification / examination fees.

The application forms are published in the prospectus and on the website to help students access the funds. All centre staff can help students complete the forms and provide advice.

Mental Health Difficulties

SCOLA welcomes students with difficulties including those who declare mental health difficulties and will endeavour to work with the student to provide appropriate support. SCOLA provides its tutors with guidelines to help them support students.

TryIt Open Learning Centre

The College has a Learning Centre where a specialist adviser is present who can help students access IT facilities. The College is developing access to electronic resources including Sure Skills to help students focus on literacy and numeracy skills as part of its Skills for Life Embedding Policy.

Certification / Examination Concessions

In many cases awarding bodies will offer concessions to students who have learning difficulties and or disabilities or medical conditions impacting on their performance in an examination. The concessions vary according to the type of difficulty experienced. SCOLA's examination department will make arrangements directly with the awarding bodies and then communicate with the student. The student needs to request concessions as early as possible in the course to make sure that award body requirements are met. The student must complete a yellow ALS request form for any concessions to be given. Tutors are required to encourage students to declare needs in the initial assessment so that the process of applying for concessions can be put in place quickly and all requirements met.

Monitoring and Quality

Support provided by the College is monitored to ensure that it is of high quality. Students are asked to evaluate the provision and managers observe the support provided as part of the quality assurance systems.

Safeguarding

SCOLA identifies that a key part of supporting the learners in the College involves recognising the importance of safeguarding. The College has a system of risk assessments applied to facilities, activities and individuals where appropriate. All managers are trained to implement risk assessments and create action plans ensuring all learners study within a safe environment. All staff working for the College, irrespective of role, are CRB checked. Staff are actively encouraged to attend safeguarding awareness training provided by the College.