



**HARLOW
COLLEGE**

DISABILITY STATEMENT

2017/18

How Harlow College can help you

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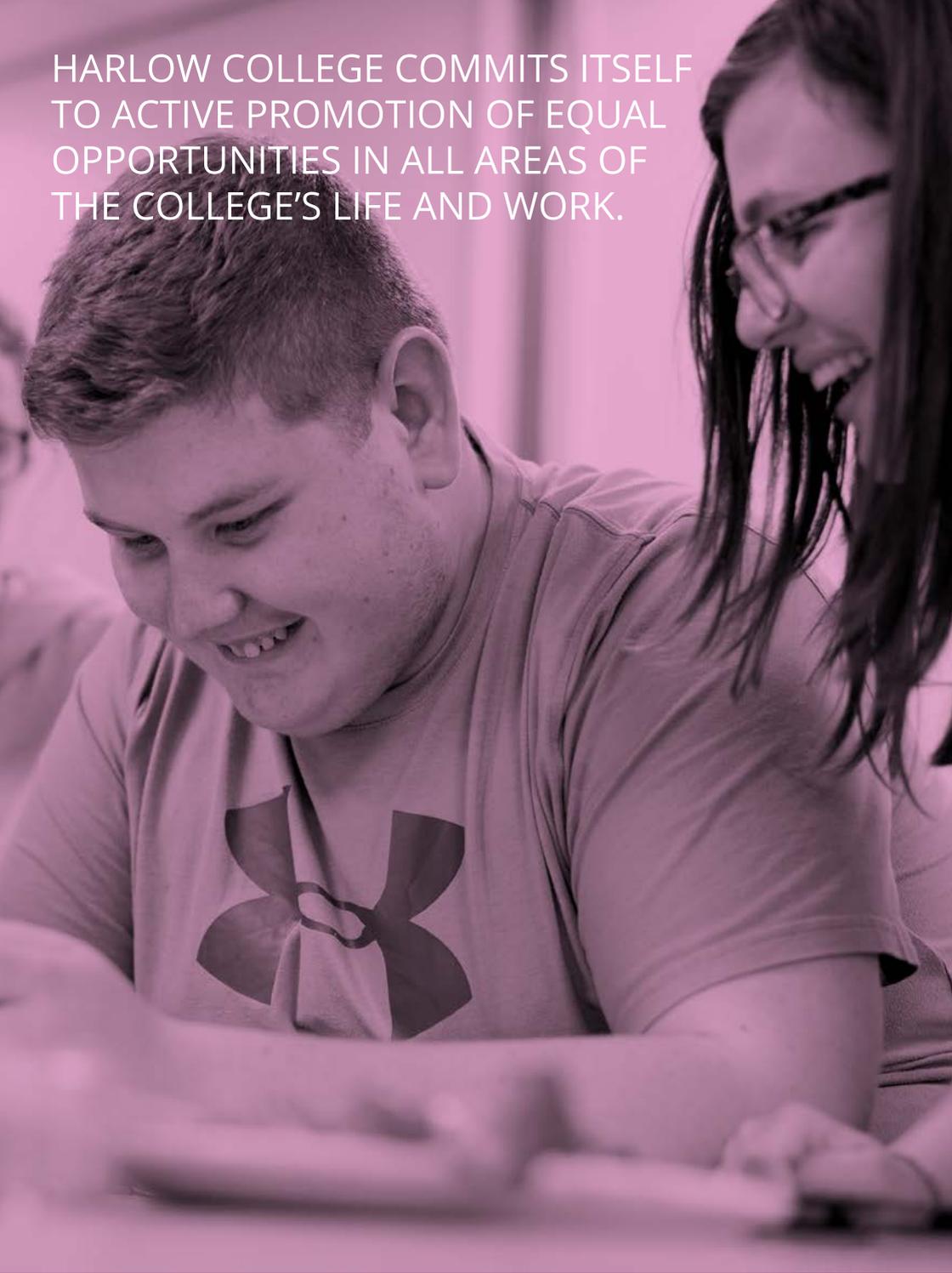
“As a College we are committed to helping all of our students succeed. We recognise the importance of providing you with high quality teaching, learning and assessment, alongside the specific support you need to achieve your goals.

Our tutors and the Learning Support team are here to provide you with the support you need to learn successfully and to progress. We will encourage you to discuss your needs and goals and to make sure we support you as effectively as possible. We are proud of the College’s track record in opening up opportunities for students with disabilities and learning difficulties.

At Harlow College, you can expect to study in an environment that positively encourages equality of opportunity and refuses to tolerate discrimination, in any form. Our Disability Statement affirms our commitment to these principles and provides you with a guide to the support we have available.”

A handwritten signature in black ink that reads "Karen Spencer".

Karen Spencer - Principal



HARLOW COLLEGE COMMITS ITSELF
TO ACTIVE PROMOTION OF EQUAL
OPPORTUNITIES IN ALL AREAS OF
THE COLLEGE'S LIFE AND WORK.

OUR VISION



The College recognises the barriers faced by people with disabilities in accessing and achieving Further Education. Our vision is to create an accessible and supportive environment for staff and students. We aim to provide equality of opportunity and freedom from discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, in line with the Equality Act 2010 and Children and Families Act 2014.



AT WHATEVER STAGE YOU TALK
TO US WE WILL TRY TO MATCH
YOUR INDIVIDUAL NEEDS WITH
THE APPROPRIATE LEVEL AND
TYPE OF SUPPORT.

CONTACTING THE COLLEGE

If you have an Education Health & Care Plan, learning difficulty or disability we would encourage you to come and speak to us as soon as possible. As a general guide, the earlier you can do so the better. You can contact us:

1. AT SCHOOL

If you are at school, appointments can be made with us directly by you, or through your school.

2. DURING YOUR APPLICATION TO US

When you are filling in your application form, complete the section about 'Learning Support'. Your interviewer or a member of the Learning Support team will then be able to discuss your support needs. You can bring someone along with you to the interview - we often have parents, friends or teachers attending with future students. In some instances our staff may contact you before the interview or ask to meet with you again after the interview.

3. AT COLLEGE

At whatever stage you talk to us we will try to match your individual needs with the appropriate level and type of support.

We actively encourage our learners to disclose any support they feel they need as this can help us provide tailor-made learning that fits the needs of the individual.

We respect your right to confidentiality about your disability. Once you have made us aware of your disability and have agreed that information can be passed on, we will ensure that your information is only shared with relevant members of staff. We will ask you to complete a Personal Disclosure Form for this purpose and this form will be in your enrolment pack.

WE WILL ALWAYS INVITE YOU FOR
A DISCUSSION AND GIVE YOU AN
HONEST ASSESSMENT OF OUR
CAPABILITY TO MEET YOUR NEEDS.



HOW TO APPLY

FULL-TIME

Complete an application form, available online for your chosen course and fill in the section headed 'Learning Support'.

Once you have applied our Admissions team will arrange an interview date for you. It helps to let us know if you will need specific interview arrangements, for instance having a signer present, so we can arrange this in plenty of time.

If you would like to meet with us informally before your interview, we can arrange this for you. All you have to do is contact the Specialist Administrator for ALS on 01279 868210.

PART-TIME

Contact our Admissions Advisers directly. You will need to make them aware that you need additional support for your learning.

We will then contact you to discuss, and agree, the best and most appropriate way to meet your needs.

COURSES FOR STUDENTS WITH LEARNING DIFFICULTIES/DISABILITIES

For advice and guidance about the courses we offer and the support available please contact Tracey Redman (Assessor for Learners with ALS Needs) on 01279 868078 and/or Nicola Gibson (Assistant Academy Manager - Supported Studies) on 01279 868203



AN ALTERNATIVE TO SPECIALIST SCHOOLS

Sometimes we are asked for information when a student wants to go to a specialist college and needs to know if Harlow College can provide a suitable alternative. We will always invite you for a discussion and give you an honest assessment of our capability to meet your needs. We work closely with Local Education Authorities (LEAs), schools and the Children & Young People with Disabilities Service to help students, parents and others make the best decision for a prospective student, including those with an Education, Health and Care Plan.



SUPPORT AVAILABLE

The Learning Support Department:

- Offers advice and can assess the level of support you will need before you join the College, and whether we will be able to provide it to the necessary standard to enable your progression
- Arranges for specialist equipment, support and aids to be available (this may be subject to additional funding in some instances)
- Makes applications for access arrangements to be in place for examinations
- Co-ordinates the provision of classroom support, such as signing, note-taking and help with practical activities
- Liaises with other tutors and staff to ensure your learning needs are met and that you are able to work towards your Academic and your Preparation for Adulthood goals



SPECIALIST STAFF & RESOURCES

We have staff with experience of supporting students in many areas:

Skills for Life

British Sign Language Deafness and Hearing Impairment

Learning Difficulties

Mental Health

Specific Learning Difficulties (e.g. Dyslexia)

Autism Spectrum Disorder/Asperger's

Visual Impairment

Physical Disabilities

Where expertise is not directly available within the College we have well established support agreements and liaison with local and national organisations.

We have a wide range of resources and equipment:

iPads

Computers

There are machines in learning areas throughout the College

Laptops

For students with specific needs

Large Screen Computer Monitors

Dictaphones

Voice Recognition Software

Portable Hearing Loops

To enable access to tutors for students with hearing impairments



EXAMS & ASSESSMENTS

We can provide help for exams and assessments. The Learning Support Team will arrange any special reports required by the Exam Boards to ensure that you have the correct access arrangements in place.

We can also help in emergencies, such as a student being taken seriously ill or having a short-term problem like breaking their writing hand.

Provision might include:

Extra time for written tests if you have a specific learning difficulty like dyslexia

Specially printed or enlarged papers

A reader or writer

A private room

Extra breaks in exams if your medical condition means you need to take periods of rest

A communicator or BSL interpreter for assessments

GETTING AROUND

TRANSPORT

For transport information, including bus and train timetables and fare concessions, please contact the Bursary team on 01279 868057 and/or our Admissions Advisers on 01279 868100.

MOVING AROUND HARLOW COLLEGE

There is ramped access to the ground floor of all buildings. Lift access is available to all first and second floors. All buildings (with the exception of buildings J, K, N and O) have accessibility toilets on the ground floor.

ACCESSIBILITY PARKING

Parking for blue badge holders is available in the main car park outside Reception.

CONTACT INFORMATION

Who can I contact about Learning Support?

Whatever your difficulty or disability you can contact the Learning Support Team who can give you advice and guidance.

Please ask for the Specialist Administrator for ALS who will be pleased to help you with your enquiry:

Tel: 01279 868210

Email: wwest@harlow-college.ac.uk

USEFUL PHONE NUMBERS

Admissions Advisers (Full-time and Part-time courses)

01279 868100

admissions@harlow-college.ac.uk

Learning Support Team

01279 868210

wwest@harlow-college.ac.uk

Main Switchboard

01279 868000

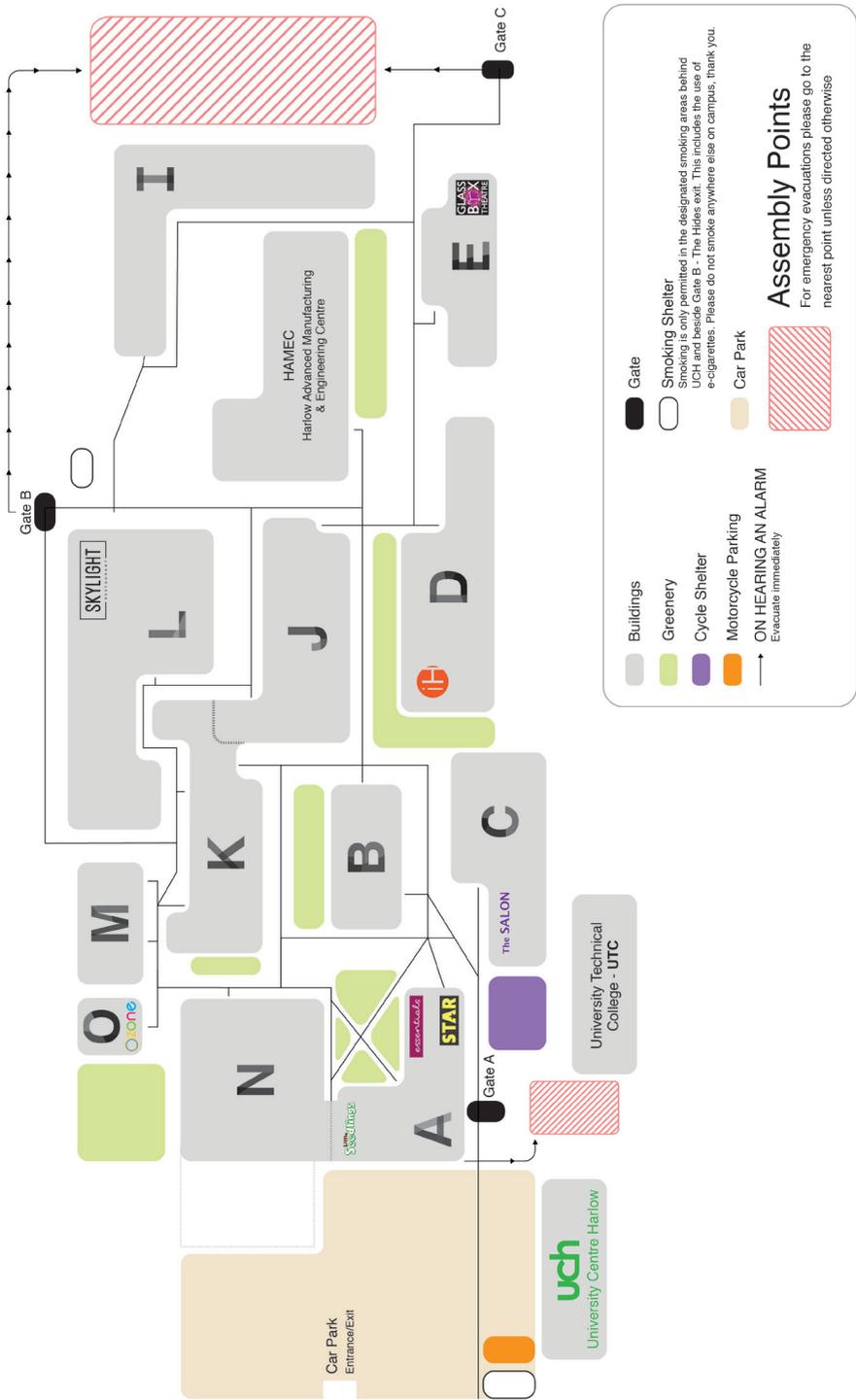
If you have any queries or comments regarding anything in this document, please contact:

Sallyann Abdelmoula (Assistant Principal, Student Services)

01279 867462

Pauline Leggett (Director for ALS and Safeguarding)

01279 868014



If you would like more information please call: 01279 868210

Learning Support
Harlow College, Velizy Avenue
Harlow, Essex, CM20 3EZ

01279 868210

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COLLEGE**

www.harlow-college.ac.uk

This document is available in accessible formats
and in community language upon request