

# Meeting Your Learning Needs

## DISABILITY STATEMENT THE COLLEGE YSTRAD MYNACH

This document can also be made available, on request, in a range of accessible formats. It is on the College website.

### **1. WELCOME**

The College Ystrad Mynach aims to provide the highest possible quality of education and training to all its learners. The College welcomes all learners regardless of gender, race, religion, age, sexual orientation or disability and aims to be responsive and flexible in meeting individual's needs.

This statement sets out the ways in which we can support you if you have a disability and/or learning difficulty. This includes D/deaf and hard of hearing learners, blind and visually impaired learners, learners with a specific learning difficulty such as dyslexia, learners who have mental health difficulties, learners with unseen impairments such as epilepsy, and learners who use a wheelchair or have mobility or other physical difficulties.

The College will endeavour to make all reasonable adjustments to our facilities, resources and / or procedures to help you successfully follow a programme of study. Our ability to carry out such adjustments will depend on their practicality, budgetary constraints and available resources and may make it impossible to guarantee that all services and/or access are available without restriction.

The College Ystrad Mynach is committed to equality of opportunity for all of its learners and has a strong commitment to widening participation enabling all learners to realise their potential.

If you would like to talk informally about your support needs, you can contact Sue Shephard, Learning Support Manager  
Telephone 01443 810077 or minicom 01443 814996  
Fax 01443 816973  
E mail [sshephard@ystrad-mynach.ac.uk](mailto:sshephard@ystrad-mynach.ac.uk)

A list of current contact names can be found at the end of this booklet.

## 2. ADMISSIONS ARRANGEMENTS

### How do I Apply?

The College welcomes applications from disabled people and/or those with a learning difficulty and seeks to provide information (on request) in a range of formats.

You can get our prospectus and further information on courses and an application form from:

Student Services  
The College Ystrad Mynach  
Twyn Road  
Ystrad Mynach  
Hengoed  
CF82 7XR

0870 850 2348

Email [enquiries@ystrad-mynach.ac.uk](mailto:enquiries@ystrad-mynach.ac.uk)

Website: [www.ystrad-mynach.ac.uk](http://www.ystrad-mynach.ac.uk)

Also watch the college website and local press for details of College Open Days which provide a good opportunity for you to discuss course details and support needs.

Please tell us about your disability or learning difficulty as early as possible. This helps us offer appropriate support and will help you adjust quickly to life in college.

When applying for a course, you are encouraged to give information on the application form about your additional learning needs and if you need any individual arrangements for interview.

Admissions/Enrolment staff can:

- Assist you in applying to join a course (including arrangement of a pre-application visit)
- Assist you with enrolment procedures at The College
- Liaise with the Learning Support team

You will be invited for interview with a course tutor to discuss how we can best meet your learning needs.

You will also have the opportunity to discuss your support needs with a member of the Learning Support team who will assess your needs and the college's ability to meet those needs.

## **How will the college assess my needs?**

All full-time FE learners and part-time learners studying for 5 or more hours per week, will complete a Literacy and Numeracy assessment at the start of their course.

If you are applying for a Pre Entry or Entry level programme, you will be asked to give further information, with the help of your parent /guardian / carer / social worker etc., to give us a clearer picture of your needs.

Some learners may be offered a full dyslexia assessment from a specialist Dyslexia Tutor. We may also access other specialist staff to assess your needs, for example the RNIB.

The Learning Support team will help you decide whether you need to have any further assessments.

Assessments will be carried out in a sensitive and supportive manner and you will be fully involved in the process.

It is important that you discuss your needs with us as early as possible so that we are able to tell you what support we are able to arrange.

Student Services staff can also give advice on student finance, welfare issues and childcare.

## **3. LEARNING SUPPORT SERVICES**

### **What is additional support?**

Additional support is any kind of extra support you may need to help you through your course at college.

### **Do many learners receive additional support?**

Each year hundreds of learners receive some form of additional support to help them with their studies. This can range from being loaned a piece of equipment, to having some extra help with maths, to having a one-to-one support worker.

### **How will you support me on my course?**

We have a team of support staff who have experience of supporting learners with a wide range of support needs. We may also be able to access other

specialist staffing to meet your needs, for example an interpreter if you use British Sign Language.

### **Support for Learners with Learning Difficulties**

- Range of practically based courses and entry level qualifications
- In-class support assistant
- Support with reading / writing / number / computer skills
- 1:1 or small group tutorials
- Small class size
- Exam arrangements

### **Support For Learners with Specific Learning Difficulties (e.g. Dyslexia, Dyspraxia, ADHD)**

Learners who experience problems are often unaware that these may result from their being dyslexic. If you think you may be dyslexic the specialist Dyslexia Support Tutors can offer:

- confidential interview and advice
- dyslexia screening / full dyslexia assessment

Support for learners may include:

- Assistive technology, e.g. laptop computer, specialist software, dictaphone
- 1:1 or small group tutorials for course work / study skills
- In-class support assistant / note-taker
- 1:1 tutorial with specialist dyslexia tutor
- Sensitivity screening / coloured overlays
- Exam arrangements
- Provide information, advice and staff training to your tutors on supporting your specific learning difficulties

### **Support For Blind Or Visually Impaired Learners**

- Specialist software and equipment e.g. screen reading / screen magnification software, BigKeys keyboards
- In-class support assistant
- Enlarged course materials
- Links with the RNIB to secure Braille or audio-cassette support
- Discussion with Estates staff regarding any access difficulties you may experience.
- Exam arrangements

### **Support For D/deaf Or Hard Of Hearing Learners**

- Specialist equipment e.g. paging system, minicomms, etc
- In-class support assistant / communication support worker
- Links with other agencies to provide communication support specialists such as interpreters or speech-to-text operators
- Exam arrangements

### **Support For Learners With Physical And / Or Mobility Difficulties**

- Wheelchair accessible toilets
- Mobile and fixed hoists
- Area with changing couch
- Access to college lifts
- Disabled parking space
- Adjustable furniture
- Assistive technology e.g. joystick and trackerball mouse
- Discussion with Estates staff regarding any access difficulties you may experience

### **Support For Learners With Mental Health Needs**

- Staff development to give advice and training to your tutors on supporting learners with mental health needs
- 1:1 tutorial support
- In-class support if appropriate
- Confidential advice, support and advocacy from student support worker.

### **Support For Learners With Social, Emotional and Behavioural Needs**

- Staff development to give advice and training to your tutors on supporting learners with these needs
- 1:1 tutorial support
- In-class support
- Confidential advice, support and advocacy from student support worker.

### **What if I have other support needs?**

#### **Personal Care and Medical Support**

It is important that you let us know if you have any particular personal or medical care needs. We have support workers who can meet some personal care needs but we do not have our own medical staff and cannot administer any medication. We have first aiders who are trained to cope with emergencies.

In order to assess your support needs we may need to carry out an Individual Risk Assessment with you. This is to ensure that you are not put into an environment or situation that may adversely affect your health or well-being.



## **4. EXAMINATIONS AND ASSESSMENT**

### **Will I get support with my exams and assessments?**

It is very important that you let your tutor or the Learning Support Co-ordinator know as early as possible if you think you need special arrangements for your exams.

If you are entitled to any special arrangements, the Examination Officer will arrange this for you with the appropriate examination boards.

Special arrangements granted may include:

- additional time
- a computer (without the use of the spell-checker)
- a reader and / or writer
- alternative room arrangements
- specially prepared papers e.g. large type
- rest breaks

## **5. HIGHER EDUCATION**

### **Is support available for learners on higher education courses?**

The Disabled Students' Allowance (DSA) is a grant which can help pay for study-related costs that higher education students incur because of their disability. You need to apply to your local education authority and we strongly advise you to submit your application early before the start of your course.

## 6. PHYSICAL ACCESS AND FACILITIES

What is access to college like?

Campus	Disabled Car Parking	Disabled Toilets	Wheelchair access to classrooms *	Wheelchair access to catering facilities	Lifts to all floors **	Electric hoist
The College, Ystrad Mynach	√	√	√	√	√	√
The College, Rhymney	√	√	√	√	√	x
The College @Bargoed	√	√	√	N/A	N/A	x
The College @Blackwood	√Pay and Display	√	√ (1)	N/A	N/A	x
The College @Caerphilly	X	√	√ (1)	N/A	N/A	x
The College @Abervalley	√	√	√	N/A	√	x

\*Not all classrooms accessible. Centralised timetabling system will be used to relocate classes.

\*\* Not all parts of building accessible by lift. Centralised timetabling system will be used to relocate classes.

The majority of departments and academic services are located at the main site in Ystrad Mynach. The College's buildings are extremely diverse, and include both purpose-built properties and buildings converted from other uses. The College has had carried out major building improvements and is working on continually improving its facilities to make it accessible for all the people who use it.

Facilities include:

- Clear signage, including Braille signage at lifts
- Wide automatic opening doors
- Designated parking bays available for disabled motorists
- Disabled toilets
- Hearing loop at reception

## 7. OTHER SUPPORT AVAILABLE

### What if I need other information or advice?

Student Services may be able to advise and help with:

- Accessing a non-repayable grant
- Transport
- Day Nursery
- Free meals
- Careers guidance
- Applying to University
- Examination entries and special requirements for examinations
- Learning Support
- Study Support
- Personal problems
- Benefits information
- Health
- Confidential guidance and referral service

You may find some of our other policies helpful. They are available from Student Services.

- Equal Opportunities
- Health & Safety
- Inclusive Learning
- Child protection & Vulnerable Adults
- Disability Equality Scheme

There are many organisations that offer help and advice to learners with disabilities, both locally and nationally.

Skill Wales can answer queries from disabled students, their families or professionals working with disabled students in Wales.

You can contact SKILL Wales at:

SKILL Wales: National Bureau for Students with Disabilities  
Suite 14, 2<sup>nd</sup> Floor  
The Executive Centre  
Temple Court  
Cathedral Road  
Cardiff CF11 9HA

Tel 02920 786506

Email [temp@skillswales.org.uk](mailto:temp@skillswales.org.uk)

## **8. COMPLAINTS AND APPEALS PROCEDURE**

### **What if I want to make a complaint?**

If you are unhappy with any aspect of college life, including anything in this document, or if you want to tell us how we can make things better, please talk to us and we will try to resolve the issue as quickly and fairly as possible.

As a first step you should speak with the Learning Support Manager or your course tutor or Head of Department. If this cannot resolve the problem, we have a complaints procedure to follow. Details are available through Student Services.

## **9. DISABILITY EQUALITY SCHEME**

The College will apply its Disability Equality Scheme to all aspects of its operations.

## **10. STATEMENT REVIEW**

Each year we review the content and layout of this Disability Statement. If you would like to make any comments please contact Sue Shephard, Learning Support Manager.

Tel: 01443 810077  
E-mail: [sshephard@ystrad-mynach.ac.uk](mailto:sshephard@ystrad-mynach.ac.uk)

This statement will be reviewed in June 2009 by an appropriate cross section of staff.

## WANT TO FIND OUT MORE?

If so, look at the reason for contact, and then telephone or e-mail the person below. You may phone Reception on 01443 816888/ minicom 01443 814996 and ask that they contact the person for you.

Joan Siddle, Vice Principal Student Services / Support

Named Person	Tel. No.	e-mail address
Joan Siddle	01443 810093	<a href="mailto:jsiddle@ystrad-mynach.ac.uk">jsiddle@ystrad-mynach.ac.uk</a>

Steven Place, Deputy Head Student Services

Named Person	Tel. No.	e-mail address
Steven Place	01443 0003	<a href="mailto:splace@ystrad-mynach.ac.uk">splace@ystrad-mynach.ac.uk</a>

Sue Shephard, Learning Support Manager

Named person	Tel No.	e-mail address	Contact for:
Sue Shephard	01443 810077	<a href="mailto:sshephard@ystrad-mynach.ac.uk">sshephard@ystrad-mynach.ac.uk</a>	Learning support – all enquiries for additional support on mainstream provision
Laura Croft, Learning Difficulties and Disabilities Support Co-ordinator	ext. 4113	<a href="mailto:lcroft@ystrad-mynach.ac.uk">lcroft@ystrad-mynach.ac.uk</a>	Support for learners with a disability or learning difficulty SpLD (Dyslexia) support
Carol Hawkins, Essential Skills Co-ordinator	ext. 4170	<a href="mailto:chawkins@ystrad-mynach.ac.uk">chawkins@ystrad-mynach.ac.uk</a>	Literacy/Numeracy assessment / support on your course.

Head of School, Adult & Continuing Education

Named person	Tel No.	e-mail address	Contact for:
David Jones	01443 810005	<a href="mailto:djones04@ystrad-mynach.ac.uk">djones04@ystrad-mynach.ac.uk</a>	All enquiries for Pre entry/entry level provision

Admissions Officer

Named person	Tel No.	e-mail address	Contact for:
Jody Harris	0870 850 2348	<a href="mailto:jharris@ystrad-mynach.ac.uk">jharris@ystrad-mynach.ac.uk</a>	Course information All queries re: admissions

### Student Worker

Named person	Tel No.	e-mail address	Contact Helena for:
Helena Vickery	01443 816888 ext 4167	<a href="mailto:hvickery@ystrad-mynach.ac.uk">hvickery@ystrad-mynach.ac.uk</a>	Student welfare - Confidential guidance and referral service Personal problems Student Union

### Examinations Officer

Named person	Tel No.	e-mail address	Contact for:
Lucy Allerton	01443 810070	<a href="mailto:lallerton@ystrad-mynach.ac.uk">lallerton@ystrad-mynach.ac.uk</a>	Examination entries Special arrangements for examinations

### Grants Officers

Named person	Tel No.	e-mail address	Contact for:
Paula Roberts/ Teresa Padfield	01443 810095	<a href="mailto:proberts02@ystrad-mynach.ac.uk">proberts02@ystrad-mynach.ac.uk</a> <a href="mailto:tpadfield@ystrad-mynach.ac.uk">tpadfield@ystrad-mynach.ac.uk</a>	Financial help: Assembly Learning Grants Individual Learning Account Financial Contingency Fund
Amy Weaver	01443 816888 ext 4079	<a href="mailto:aweaver@ystrad-mynach.ac.uk">aweaver@ystrad-mynach.ac.uk</a>	Educational Maintenance Allowance Free Meals Transport

### Day Nursery Manager

Named person	Tel No.	e-mail address	Contact for:
Gail Harris	01443 814237	<a href="mailto:gharris@ystrad-mynach.ac.uk">gharris@ystrad-mynach.ac.uk</a>	Admitting your child to Day Nursery

### Basic Skills / ESOL

Named person	Tel No.	e-mail address	Contact for:
Samantha Anthony, Basic Skills Development Officer / Sue Edwards, Basic Skills Co-ordinator	01443 810128 ext. 4018	<a href="mailto:santhony@ystrad-mynach.ac.uk">santhony@ystrad-mynach.ac.uk</a>  <a href="mailto:sedwards@ystrad-mynach.ac.uk">sedwards@ystrad-mynach.ac.uk</a>	Classes at The College or in the community to help with reading, writing and number skills and English for speakers of other languages (ESOL)

Student Services, The College Rhymney

Named person	Tel No.	e-mail address	Contact for:
Nikki Jones	01443 810128	<a href="mailto:njones02@ystrad-mynach.ac.uk">njones02@ystrad-mynach.ac.uk</a>	Enquiries for The College Rhymney

@Centres

Named person	Tel No.	e-mail address	Contact for:
Sue Davies, @ Centre Co-ordinator	01495 227950	<a href="mailto:sdavies@ystrad-mynach.sc.uk">sdavies@ystrad-mynach.sc.uk</a>	Enquiries for the @ Centres