

## Enabling Services Support at City College

### Welcome

Supporting students who have learning difficulties, disabilities or long term health conditions is very important to us. Last year our Enabling Services team supported more than 600 students.

### Support Plans

We will

- Meet you to discuss your needs
- Agree a support plan with you
- Agree the sharing of information with you
- Review the support plan with you during the year and agree any changes with you
- Meet you towards the end of the year to discuss your plans for the future

### Support available at City College

We provide a wide range of services designed to meet your needs. Services we are able to provide include:

- **In class support** e.g. someone to provide you with extra guidance or to take notes for you
- **Advice and support for tutors** –about your needs, learning styles and how to adapt materials
- **Specialist teaching** – particularly for dyslexic, deaf and visually impaired students
- **Support with personal care**
- **Extra pastoral support** e.g. mentoring
- **Support with transport arrangements** -adapted minibuses are available for educational visits and transfer between sites
- **Communication Support** – ‘in class’ workers who use British Sign Language and/or other means of communication to help Deaf/hearing impaired students.
- **Specialist assessments and external specialist support** e.g. with a specialist teacher of the Deaf/hearing impaired
- **Specialist equipment** –we provide a range of equipment for individual students including blind and visually impaired students:
- **Training in the use of specialist equipment**
- **Adapted furniture**
- **Adapted materials e.g. Braille**
- **Support with work experience, educational visits and residentials**

## Special Exam and Assessment Arrangements

These can be arranged for students who need them but must be organised well in advance. Evidence of need must be made available to the awarding bodies.

Examples of adjustments we may be able to arrange include

- Extra time (25%) e.g. for dyslexic students
- Extra time (up to 100%) e.g. for students whose physical disabilities require it.
- A separate room for students for exams/assessments e.g. for students who have ADHD and are easily distracted
- Scribes (someone to write for you)
- Sign communicators
- Adapted exam papers (e.g. large print)

## Accessibility at our sites

	Car Parking	Adapted Toilets	Care/Support Changing Facilities Showers	Lifts	Ramped or level entrance
Fordrough	√	√	√	√	√
Handsworth	√	√	√	√	√
North West Skills	√	√	√	√	√
Technology	√	√	NA	√	√
Aston	√	√	NA	√	√
Bordesley Green	√	√	√	√	√
Golden Hillock	NA	√	√	√	√
Saltley	√	√	NA	√	√
Muath Centre	√	√	NA	√	√
The Pump	√	√	NA	√	√

## Other services at City College

### Student Services

Has a team of staff available to provide

- Finance/benefit/welfare advice
- Course advice/guidance
- Careers advice/guidance
- Mentoring support

Connexions specialist/inclusion advisers also work with the college team.

### Inclusive Learning Team

Has a team of staff available to provide

- Assessment and support for dyslexic students
- Support with literacy, numeracy and language needs

### What we would like you to do.

Tell us about your extra needs as soon as possible. You can start this process by ticking the box on the application form. A member of our Enabling Services Team will then contact you. We will be able to discuss what support you might need with initial assessments and interviews.

You can also provide us with further information when you come to enrol, when you start your programme or during your tutorials.

Please be aware- ***you must tell us anything we need to know to make sure you, other students and staff are safe at college.*** If in doubt contact a member of the Enabling Services team for a confidential discussion.

### Tell us what you think about our services and support.

We are always keen to hear about what you think whether it's good or bad.

- You can discuss your views with your personal tutor or a member of the Enabling Services or Student Services teams.
- You could join our Enabling Services/Disability Forum. We usually meet once a term
- You can also give us formal feedback including making a complaint, by completing a 'Suggestions, concerns and complaints form'. The

Campus Manager or Centre Coordinator will then contact you to let you know how they will be responding.

### **Contacting us**

If you would like further information or an informal discussion about your needs please contact a member of our Enabling Services team on XXXXX Alternatively, you could contact our Enabling Services Manager, Bill Bucknall. You can call or text him on 07802899361 or Email: [bbucknall@citycol.ac.uk](mailto:bbucknall@citycol.ac.uk)