

# CARLISLE COLLEGE

## Disability Statement

2016/17

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If you need help to read this statement or in finding the help you need, please ask staff for assistance.

Carlisle College, Victoria Place, Carlisle CA1 1HS  
Tel: 01228 822700 Fax: 01228 822710  
Learning Support Tel: 01228 822830 or 01228 822868

## **1 INTRODUCTION**

The main purpose of this document is to provide helpful information for prospective students about the educational facilities and support arrangements in place in the College so that students with disabilities can make an informed choice about which Further Education College to attend.

The term “student with a learning or other disability” is used throughout the statement to apply to any student who has a physical disability (including sensory impairment), a specific or general learning difficulty or who suffers from mental health difficulties.

## **2 FACILITIES FOR EDUCATION**

The College provides facilities for education in respect of applicants with a learning or other disability, details of which are set out below.

### **2.1 Policy**

The College aims to provide equality of opportunity in all activities it carries out, and seeks to ensure quality educational provision regardless of a student’s learning or other disability. The College also seeks to respond flexibly to the individual needs of prospective students and will endeavour to provide further support for those students who may have learning difficulties and/or disabilities.



### **2.2 Admission Arrangements**

A student can identify that they have a learning or other disability, which may or may not require additional support, on both the enquiry and application forms and subsequent enrolment forms. This information is then passed to the Learning Support Officer, who works with the Learning Support Co-Ordinator to begin the process of assessment. This may involve requests for assessments from educational psychologists, specialist teachers or other agencies, or gathering information from a variety of sources, including previous schools or placements. Throughout this assessment period the student and, if appropriate, their parent/carer or advocates, are kept fully informed. No person or source of information is approached without the student’s agreement in advance.

Existing students who require support can also complete an AS1 form, available from reception or their course tutor or use the referral form on ProMonitor.

Specialist staff from the Learning Support Team are available to advise and counsel students throughout the admission procedure. Staff visit schools, homes, alternative provisions for meetings and reviews of the Education Health and Care Plans.

When necessary, a communicator/interpreter can be arranged at the pre-entry and/or interview stage to assist prospective students provided by an external agency.

INSPIRA Professional Advisers, with responsibility for students with learning or other disabilities and who oversee the transfer from schools or other educational institutions, are available to liaise with the Learning Support Co-Ordinator and College staff prior to and during the admissions process.

In some instances the College may refer students to other institutions better able to meet their needs. In such cases, the College will liaise with Cumbria County Council to recommend alternative provision within the independent sector.

Students with learning or other disabilities are encouraged to visit the College prior to enrolment to meet staff and, if appropriate, to sample courses. The full and part-time prospectus can be downloaded via the College website.

Students with certain disabilities will be part of a College Risk Assessment process and, when necessary, a Personal Evacuation Plan will be prepared. This process is carried out by the College Health and Safety Officer, working alongside the Learning Support Co-Ordinator.

## **2.3 Educational Facilities and Support**

The College provides the following educational facilities and support in addition to those educational facilities available for use by all students. These are:

### **2.3.1 Academic and Curriculum Support**

Students with a learning or other disability will, following an assessment of their needs, be supported on their programmes in a number of different ways.

Examples of support currently in use in the College are:

- Learning Support Transitions Team
- Appropriately qualified and experienced Learning Support Workers
- Dyslexia support and support for other specific learning difficulties
- Attention Deficit Hyperactivity Disorder [ADHD], Autistic Spectrum Condition [ASC]
- Social, emotional and wellbeing support
- Mental health issues support
- Student “drop-in” Workshop
- Autism Mentor
- Specialist Specific Learning Difficulties Tutor
- Support for work experience/work placement
- Care need Support
- Smaller classes for Entry Level Courses
- Speech and Language Mentor
- Communicator/interpreter by an external agency

### **2.3.2 Staff Expertise**

The Learning Support Team is skilled in teaching and supporting students with Special Educational Needs and Disabilities [SEND] and has a range of expertise and interests in the field.

In addition, communicators/interpreters can be arranged by the College, when necessary, to support deaf or partially deaf students through an external agency.

### **2.3.3 Technology and Equipment**

In order to anticipate the needs of students with learning or other disabilities, the College has a range of computer hardware and software, as well as adaptive technology and equipment for use by students with learning difficulties and disabilities. The identification of a need for additional specialist equipment and/or technological support may result in the College acquiring such resources for the duration of any individual student's course, if it is assessed as being essential to enable them to access the curriculum.

#### **Equipment currently available includes:**

- coloured overlays
- specialist software including 'My Study Bar'
- laptop computers, notebooks and Ipads
- portable hearing loops
- radio/transmitters and receivers
- adjustable tables
- hoist and plinth
- talking tapes and spirit level

## **2.4 Examination and Assessments**

The College provides the following educational facilities and support in addition to those educational facilities available for use by all students.

### **2.4.1 Students with specific learning difficulties (dyslexia)**

The College will make an application to the relevant Awarding Body advising them of the student's disability/additional learning need and providing them, if required, with a copy of a specialist report. The types of concessions for the examination or assessment will vary from student to student and Awarding Body to Awarding Body, but may for example include additional time and/or a reader or scribe. Where appropriate, the College may also arrange an Educational Psychologist's report for those College students with a specific learning disability who are progressing into Higher Education, as well as supporting them through the DSA process.

### **2.4.2 Students with a sensory disability (hearing or visual)**

The College will make application to the relevant Awarding Bodies if necessary and provide them with any relevant documentation in support of the application for special concessions and/or arrangements.

- An induction loop for the use of people with hearing aids, is fitted at Reception and also in selected classrooms. The atrium has a built-in induction loop serving the whole atrium area.
- Portable units are available to staff on request.

### 2.4.3 Students with a physical disability

The College will ensure that the location and facilities for any examinations and/or assessments are accessible to any students, regardless of physical disability.

### 2.4.4 Students with a medical condition

Students may be entitled to additional time or rest breaks.

## 2.5 Counselling and Welfare

The College provides the following educational facilities and support in addition to those educational facilities available for use by all students.

- The College will, when necessary, work with a range of external organisations to assist students in accessing their courses.

## 2.6 Physical Access

The College has made adaptations to existing facilities and has ensured any new building plans have paid due regard to access for disabled students. The following facilities and access points are available:

### 2.6.1 Academic Facilities

- Lifts to all floors
- The lift buttons are marked in braille
- All refuge points have a call point which allows communication with the fire officer at Reception in the event of a fire.
- All lifts have spoken floor level announcements and call buttons which include braille. There is a separate goods lift in Block D and the newly installed passenger lift also incorporates a stand by generator connection which allows the lift to be used in the event of a power failure. All floors are now accessible to wheelchair users.

### 2.6.2 Accessible toilets

There are 7 Accessible toilets on the Main campus which **do not require a Radar Key** at the following locations:

- Block A, mezzanine floor Opposite M06
- New Build (main reception), ground floor opposite Main Toilets
- New Build next to G40
- New Build next to bridge of corridor
- Block D, ground floor next to G72
- Block D, ground floor, construction workshops G81
- Block D, first floor, next to room 170

There is also an accessible WC/shower facility in Block A, ground floor next to G40.

All accessible toilets are linked to the assistance alarm which activates at the Reception desk.

All toilet areas have at least one cubicle which is designated as “ambulant” accessible, with outward going doors and grab rails.

There are 4 Accessible toilets in the Carlisle College of the Arts campus which **do not require a Radar Key** at the following locations:

- Reception corridor, ground floor A18
- South corridor, ground floor (including shower facility)A13
- Corridor, 1<sup>st</sup> floor A101C
- Art studios 1<sup>st</sup> floor A105B

There is one Accessible toilet on the Chatsworth site, which is located on the ground floor in the central lobby. There is one accessible toilet in St Paul's Hall in Reception Area.

### **2.6.3 Car Parking**

- The College has a disabled parking space in the east car park, off Hartington Street, and two disabled parking bays in Strand Road are designated as “College use only”. Carlisle College of the Arts has a disabled parking space in the rear car park off Compton St.
- All ground floor entrances are wheelchair accessible and Reception and two other entrances have automatic or assisted opening doors.

## **2.7 Complaints Handling**

Students who have a complaint regarding any of the matters referred to in this Disability Statement should follow the College’s Complaints Procedure. Customer complaint forms can be obtained at reception. If you need help to fill in the form please ask a member of staff.

The College will provide a communicator, interpreter, or other assistance in following the stated procedure if required.

## **2.8 Future Plans**

- The College recognises its responsibilities under the Equality Act and trains staff with regard to its implications.

The College’s future building/alteration plans, wherever physically possible, will take into account, as a matter of priority, access for disabled persons.