

# Learning Support Services Statement 2017 - 2018

## Introduction

One of our aims as a College is to create opportunities for learners to achieve personal, educational and employment ambitions. This aim applies equally to learners with learning difficulties and/or disabilities and is a very important part of our drive to provide equality of opportunity for everybody.

Pembrokeshire College's Disability Statement sets out the way in which we will support learners with learning difficulties and or disabilities. We aim to provide a welcoming and enabling learning environment to support you in your studies. Our staff have been trained to help you and to make sure that you are provided with every opportunity to identify your own personal strengths, develop your skills and to recognise and value your individual aims and ambitions.

We are pleased to provide support, specialist advice and resources to allow access for learners with learning difficulties, physical disabilities and sensory impairments.

We value the talent, skills and knowledge of every individual and we recognise that this is a key contributing factor in achieving excellent standards in all that we do. We aim to create an environment that respects the diversity of learners and enables them to achieve their full potential, to contribute fully, and to derive maximum benefit from their involvement in the life of the College.

To this end, the College acknowledges the following basic rights for all members and prospective members of its community:

- to be treated with respect and dignity;
- to be treated fairly with regard to all our services, procedures, assessments and choices; and
- to receive encouragement and support to reach their full potential

These rights carry with them responsibilities and the College requires all members of the community to recognize these rights and to act in accordance with them in all dealings with fellow members of the College. In addition, the College will comply with all relevant legislation and good practice.

No individual will be discriminated against. This includes, but not exclusively, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy, adoption and maternity, race, religion and belief, sex and sexual orientation.

**Sharon Lusher**  
**Principal**

## Learning Support Services

### Attendance at School Reviews and College Link Programmes

The Learning Support & Equality Manager attends school transition planning meetings and annual reviews and will work with curriculum teams to arrange school/College link programmes for those who would like to sample appropriate courses and find out more about the support we provide.

### Application and Admission

If you have a disability or learning difficulty, we would like you to complete the disability/learning difficulties question on the application form. Your identified support needs will either be discussed with you before your interview or at your Admissions interview. You may wish to involve your parent, carer, key worker or advocate.

### College Assessment of Need

With your agreement we may also involve physiotherapists, occupational therapists, and specialist sensory impairment advisers to carry out an assessment of need in relation to the College environment.

### Educational Facilities and Support

We provide learners with learning difficulties and or disabilities access to a wide range of educational facilities and support including:

- Staff expertise: of e.g. Severe, Moderate and Specific Learning Difficulties British Sign Language Communication and Note-taking, Behavioural/Social and Emotional Difficulties;
- Use of assistive ILT;
- Access to Counselling and Wellbeing services;
- Access to the College's Nurse and to a Medical Room;
- Learning Support Staff have been trained in manual handling;
- Trained First Aiders available at all sites;
- Mental health support and access to services are outlined in the College's Fitness to Study Policy;
- Access to other professionals as required, e.g. Specialist Careers Officers, Careers Wales, Disability Employment or Supported Employment Advisers, Supported Employment Advisers, Educational Psychology Service, Advisers for the Hearing Impaired or the Visually Impaired, Physiotherapists or Occupational Therapists, Independent Advocacy Service, Local branches of RNIB, RNID, BDA, SCOPE etc.;
- In house arrangements to meet particular dietary medical/personal care needs;

- Specialist assessment for examination access arrangements

## Physical Access and Emergency Procedures

For details of our physical access arrangements and emergency procedures please see Appendix 1

## Technology and Equipment

Within the College we have a range of specialist equipment to support learners with disabilities including:

- Lap top computers;
- Colour CCTV;
- Large screen computer monitors and adapted keyboards;
- Lunar Plus for Windows – individualised screen magnification system;
- Electronic spell checkers, thesaurus and Dictaphones;
- Deaf Alerter system; and
- Specialist software programmes including:
  - Dragon Naturally Speaking
  - Widget
  - Dolphin Super Nova
  - Mind Genius
  - Text Help: Read, Write, Gold

## College Policies

All College Policies are available on the College website [www.pembrokeshire.ac.uk](http://www.pembrokeshire.ac.uk).

Equality Impact Assessments are undertaken on all College Policies.

The Learning Support and Equality Manager will ensure that if you need any individual support to access College Policies we can arrange for example:

- Communicators;
- Advocates;
- Key/Link Workers;
- Specialist Equipment/Adaptations; or
- Sign Language Interpreters

## Higher Education learners

Prospective Higher Education learners are asked to contact Kristal Davies (see Appendix 2) for advice on funding specialist support or equipment.

## Key contacts

For a full list of key contacts in relation to any aspect of College learning or wellbeing support, facilities or services, please see Appendix 2.

## Evaluation

This Disability Statement is reviewed annually and we welcome any comments that you would like to make. If you would like to make any comments, please contact Sian Thompson, Head of Inclusion.

Tel: 01437 753 498  
e-mail: [s.thompson@pembrokeshire.ac.uk](mailto:s.thompson@pembrokeshire.ac.uk)  
or write to: Sian Thompson  
Head of Inclusion  
Pembrokeshire College  
FREEPOST  
Haverfordwest  
Pembrokeshire  
SA61 1ZZ

## Appendix 1 Physical Access and Facilities

Campus	Disabled Car Parking	Disabled Toilets	Wheelchair Access to Classrooms*	Lifts to All Floors**	Electric Hoists	Loop System		Medical/ First Aid Room
						Fixed	Portable	
Haverfordwest Main Site	✓	✓	✓	✓	✓	✓	✓	✓/✓
Technology Innovation Centre (TIC) and Construction Centre	✓	✓	✓	✓	x	x	✓	x/x
MITEC	✓	✓	✓	✓	✓	x	✓	x/x

\* Centralised timetabling used to relocate groups from inaccessible areas

\*\* Not all staff rooms accessible

### Emergency Procedures

Campus	Mobility Difficulties Evacuation Chairs	Hearing Impairment Deaf Alerter	Visual Impairment Large Print/ Colour Emergency Signage
Haverfordwest Main Site	✓	✓	✓
Haverfordwest TIC & Construction Centre	✓	x	✓
MITEC	✓	x	x

## Appendix 2 Key Contacts

Governor for Learners with Disabilities	Sue Leonard	01437 753426	<a href="mailto:a.rigden@pembrokeshire.ac.uk">a.rigden@pembrokeshire.ac.uk</a>
Designated Senior Person Safeguarding & Wellbeing	Maxine Thomas	01437 753245	ma.thomas@pembrokeshire.ac.uk
Learning Support and Equality Manager	Emma Jones	01437 753304	E.Jones@pembrokeshire.ac.uk
Specialist Support Assessor	Kristal Davies	01437 753304	kr.davies@pembrokeshire.ac.uk
College Nurse	Adele Greene	01437 753438	AdeleP@pembrokeshire.ac.uk
Head of Inclusion	Sian Thompson	01437 753498	s.thompson@pembrokeshire.ac.uk
Curriculum Area Manager Independent Living Skills	Lesley Fudge	01437 753168	l.fudge@pembrokeshire.ac.uk
Specialist Careers Officer for Learners with Disabilities	Helen Williams	01437 772100	Careers Wales Haverfordwest
Health, Safety and Environment Manager	Emma James	01437 753178	Em.James@pembrokeshire.ac.uk
Senior Examinations Officer	Jacky Brown	01437 753122	JACKI@pembrokeshire.ac.uk
Nominated Senior Manager for Complaints	Sian Thompson	01437 753498	s.thompson@pembrokeshire.ac.uk