



Able to Learn

Information for people with
learning difficulties and/or disabilities

York College Disability Statement

2010 – 2011

Able To Learn

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York College Commitment to Disabled People

York College is committed to ensuring that disabled people, including those with learning difficulties, can access, participate and succeed in their learning. We work to provide an inclusive learning environment with a curriculum that ensures that the learning needs of all individuals, including those with learning difficulties and/or disabilities, are met. We will make all reasonable adjustments to ensure that disabled people are not substantially disadvantaged.

Please make sure that we know what you need so that we can make reasonable adjustments to help you succeed.

This forms part of the College's responsibilities under the Disability Discrimination Act 1995. The Act requires educational providers to ensure that they do not discriminate against somebody either directly or because of a disability related issue and that they do not victimise disabled people but that they do ensure that they make reasonable adjustments. For definitions of learning difficulties and disability please see Appendix A, page 31.

How does York College try to make sure people with learning difficulties and/or disabilities can attend?

The College aims to ensure that people with learning difficulties and/or disabilities are able to enroll on their chosen course providing they meet the entry criteria for that course.

Who can York College support?

York College aims to anticipate the needs of all students with learning difficulties and/or disabilities. We can provide support for a range of students with learning difficulties and/or disabilities with equipment, resources, staffing and/or reasonable adjustments in negotiation with the student.

Note of advice

You do not necessarily need to have a learning difficulty and/or disability under the terms of the DDA to receive support from the College. If you think you need additional learning support please contact the Learning Support Office or complete a self referral form.

College Policies

The College has two policies that are particularly relevant:

Equality Policy

York College is committed to an equality of opportunity that is intended to be an integral part of college life. The aim is to create an environment in which people treat each other with mutual respect, regardless of race, colour, gender, marital status, disability, religion, sexual orientation or age.

Inclusive Learning Policy

The Inclusive Learning Policy aims to make the College a place where people including those with learning difficulties and/or disabilities can attend, learn or train and whenever necessary and possible, receive additional support.

Who do I contact for information?

The staff with responsibility for additional learning support for students with learning difficulties and/or disabilities are:

Pat Rose

Learning Support Manager

Tel: (01904) 770428

Fax: (01904) 770499

E-mail: prose@yorkcollege.ac.uk

Sandra Jackson

Assessment Coordinator - Students with Learning Difficulties and/or Disabilities

Tel: (01904) 770172

Fax: (01904) 770499

E-mail: sjackson@yorkcollege.ac.uk

Alison Pearce

Support Coordinator - Students with Learning Difficulties and/or Disabilities

Tel: (01904) 770472

Fax: (01904) 770499

E-mail: apearce@yorkcollege.ac.uk

For questions about people who need Learning Support Practitioner support.

Ruth Deighton

LSP Team Leader Learning Support

Tel: (01904) 770262

E-mail: rdeighton@yorkcollege.ac.uk

You can also contact Student Services on (01904) 770397
E-mail: studentservices@yorkcollege.ac.uk
or the Learning Support office on (01904) 770427 or 770171.

College Minicom: (01904) 770303

You can also use Typetalk to contact us.

The Disability Statement and the College's full and part-time prospectuses are available in Braille, on audio and on the internet.

The College Student Guide is available in Braille, audio and A4 and A3 large print versions.

How can I study and learn at college?

Admission Arrangements for Supporting Students with Learning Difficulties and/or Disabilities

New Applicants for Further Education Courses

We want to make sure that we give you appropriate support. You can find out more by:

- Contacting the Learning Support team to arrange for you and/or a family member, carer or advocate to visit the College so you can discuss your support needs. We can tell you about the support we are able to offer linked to the course you are interested in.
- Contacting us in advance if you need any arrangements or support for your interview e.g. mobility or communication support.
- Fill in the Learning Support section of the College application form when you apply for a course at York College. This lets us know that you may need further help or advice.
- Fill in a Learning Support self referral form, which you can get from Student Services
- People returning on new courses must complete a self-referral form each time. This is to make sure that we can always provide the right support.

Confidentiality Note

We will ask you to sign a form to give us permission to pass on relevant information to staff about your support needs. This is so teachers can alter their teaching methods or use different resources to support you. It will also enable other staff to support you with access arrangements like car parking or personal evacuation plans.

Learning Support Assessment

We may invite you to come to talk to a member of the Learning Support team to talk about the support you may need and we can tell you what the College has to offer. This will be in addition to any interview that you need for your course of study. Sometimes we may email or telephone you to check support details with you.

*(NB Self referrals and/or assessment of support needs on their own do not form a contract for support).

Who can have additional learning support?

- People who have a learning difficulty and/or disability
- People who have greater literacy/numeracy difficulties (not Higher Education courses).
- People who are speakers of other languages (ESOL) (not Higher Education courses).

What kind of support could I have?

Support offered will be to enable you to access and be successful in your learning and will depend on your needs.

We could provide:

- Individual Learning Plans
- Specialist staff
- Learning Support Tutorials
- Staff adapting teaching methods to take account of your learning style
- Literacy, numeracy and study skills
- Equipment and aids
- Links with other agencies such as Community Services or the local Primary Care Trust and NHS Trust

Examples of support provided

People who are Deaf or who have become deaf or hard of hearing

- Staff awareness of an individual's needs
- British Sign Language Interpreters/Communicators who can sign and provide 'voice over' for you to other people
- Note takers who can take notes for you in a lecture
- Learning Support Tutorials with a learning support tutor
- Extra tutorial support from a specialist teacher of deaf people
- The loan of technical aids such as radio aids or personal loops*
- Video/DVD with text display
- Access to minicomms
- Special exam arrangements and support
- Links with other support agencies e.g. Community and/or Primary Care and NHS Trust Services

*Equipment loan is subject to students' needs.

People with visual impairments

- Staff awareness of an individual's needs
- Learning Support tutorials with a learning support tutor
- Support from Learning Support Practitioners - in class and around the College campus
- Adapted teaching and learning materials e.g. enlarged printed handouts, work adapted and saved onto a memory stick
- Large PC monitors
- Specialist technology and software, e.g. screen reading and speech synthesizer including JAWS, Claro Read
- ZOOM TEXT - enlarging software
- 'Talking' aids such as clocks, calculators and scales
- A range of magnifying lenses and tactile aids
- Mobile colour mini-reader - Close Circuit Television (CCTV)
- Scanner and Braille printer - GALILEO and SCANNAR
- Digital dictaphones
- Help with RNIB library and Talking Book links
- Special exam arrangements and support
- Links with other support agencies e.g. Community Services

*Equipment loan is subject to students' needs.

People who have a learning disability or difficulty

Learning in small classes with a higher level of support to help you to:

- learn how to be an independent student
- develop your skills
- choose your next step (e.g. another course, finding a job)
- learn to communicate
- get on with others
- develop skills to live more independently
- develop skills to help you find a job

You might have:

- A smaller teaching group
- Learning Support Practitioners to support you in class
- Support with literacy and numeracy
- Use of signs and symbols to help you communicate with others
- Links with other Support Agencies e.g. Community Services
- Equipment to help you work in class

We also provide various kinds of support to enable individual students to progress and join other courses

*Equipment loan is subject to students' needs.

People who have an emotional/behavioural and/or mental health issues

- Staff awareness of an individual's needs
- Learning Support tutorials with a learning support tutor
- College counsellors (if appropriate)
- Links with other Support Agencies e.g. City of York Community Services and NHS Mental Health teams
- Special exam arrangements and support

People who have a specific learning difficulty/dyslexia

- Staff awareness of an individual's needs
- Screening assessment
- Specialist learning support tutor to focus on strategies or techniques for people with dyslexia or other specific learning difficulties
- Enabling software on the College intranet e.g. Text Help, Claro Read
- Loan of equipment e.g. Electronic Spellmasters/Thesaurus, Personal Computer access, audio digital recorders, dictaphones *
- Access to a full Educational Psychologist's assessment (where appropriate)
- Special exams arrangements and support

*Equipment loan is subject to students' needs.

Physically disabled people

- Staff awareness of an individual's needs
- Support with mobility and/or personal care
- Support from Learning Support Practitioners in class and around the campus
- Learning Support tutorials with a learning support tutor
- Loan of specialist technology and/or equipment *
- Special exam arrangements and support
- Links with other Support Agencies e.g. Community Services

People with medical conditions

- Staff awareness
- Support with mobility and/or personal care
- Access to Personal Care facilities
- Staff to support you in class e.g. note taking
- Loan of specialist technology and/or equipment *
- Special Exam arrangements and support
- Links with other Support Agencies
- Supportive medication procedures - if required

*Equipment loan is subject to students' needs.

Higher Education

Students Applying for Higher Education Courses

If you are applying to study on a course funded by the Higher Education Funding Council of England (HEFCE) e.g. a Higher National Diploma or a Degree, and you have a learning difficulty and/or disability, it is best if you refer yourself on the UCAS form.

If you think that you need support on a Higher Education course, you should contact the DSA Team at Student Finance England.

Phone: 0845 300 50 90 or

email: dsa_team@slc.co.uk

to see if you are eligible for **Disabled Students Allowance** (DSA). You may be able to get personal support or equipment through DSA. More information can be found in the booklet 'Bridging the Gap' available on the Department for Innovation, Universities and Skills website at www.direct.gov.uk/studentfinance or by phoning 0800 731 9133 (text phone 0800 328 8988)

If you wish to discuss your support needs please contact us. We can provide you with up to date information from the Department for Innovation, Universities and Skills and SKILL (National Bureau for Students with Disabilities) and talk to you about applying for DSA.

How physically accessible is York College?

Most courses are held on the main college campus at Sim Balk Lane, which has lift access to all floors. Some courses are held at Future Prospects in the centre of York, the Yorkshire Rail Academy or at two sites in Osbaldwick. These sites are all accessible.

Transport to the College

The College will offer help and guidance for people requiring transport to college wherever this is possible.

We don't provide specialist transport e.g. taxi to and from College. However, during an assessment interview for support we check if the student needs help to request transport. Any essential requests for taxis or minibus transport to the Local Authority or Community Services can be supported by a letter from the College's Learning Support office. Your Local Authority will decide if you can have specialist transport.

The York Independent Travel Scheme (YILTS) works with some young people to gain independence and confidence with using public transport, before coming to College. For further information on the Scheme please contact: Peta Hatton, City of York Council, Mill House, North Street, York, YO1 6JD Telephone: (01904) 554201 E-mail: peta.hatton@york.gov.uk.

There is a regular Park and Ride bus service from parts of the city to near the College main entrance. The buses used on this service are 'kneeling' buses which are wheelchair accessible.

Transport on your course

The College would arrange for transport if it was essential to go off campus as part of a College course. e.g. visiting a gallery as part of an Art & Design course.

What is the College site like?

The area is mainly flat. There are only a few natural inclines. It will depend on an individual's physical needs as to how easy it is to use the campus area and buildings but accessibility is generally good.

Car Parking

The College has an accessible two storey car park. There are marked spaces near the main entrance for disabled people.

In certain cases a parking pass can be issued to a disabled student who does not carry a blue badge. This would only be issued through the Learning Support office following an assessment for support.

In all cases, people who wish to park on the College premises need to apply for a permit to park and also have to pay to park. Further details are available from the Estates team on 01904 770209.

College Campus

Please contact the Learning Support team on 01904 770427 or 770171 if you have any queries.

Emergency Evacuation

If the College has to be evacuated in an emergency, people who use wheelchairs and those who are not able to negotiate stairs have to go to a place of safety behind at least one set of fire doors away from the site of the fire. This will normally be one of the College Refuge areas, which are identified with an appropriate sign. Staff will report the location of those people in the building to the evacuation coordinator so that they can be kept safe.

People who cannot evacuate the building independently should contact the Health and Safety Welfare Adviser to get a Personal Emergency Evacuation Plan (PEEP). The Health and Safety Welfare Adviser will also be able to provide more information about emergency evacuation.

Toilets

There are a number of toilets on each floor of the building that are accessible to people who use wheelchairs or other mobility aids. Some of these toilets also have an accessible shower.

Personal Care Suite

The personal care suite is situated on the first floor of the building, close to the lift. It has a changing bed, an electric hoist system and a wheelchair accessible toilet. There is an accessible shower room nearby.

Other Venues

Some Adult Education courses are currently held in other buildings around the City, such as schools and Future Prospects on Swinegate (City Centre). They are arranged in partnership with the City of York Council. These organisations will have their own statements on accessibility and facilities for disabled people. For more details please see the current Adult Learning prospectus.

Future Prospects

- This building is fully accessible
- Lift access to upper floor
- Accessible toilet

For more details

Telephone (01904) 634748 or freephone 0800 834239

E-mail: admin@futureprospects.org.uk

Website: www.futureprospects.org.uk

Other Sites

Osbalwick

There are two buildings at Osbalwick. They are both accessible and have accessible toilets. The workshops are on the ground floor along with some classrooms. There is car parking available outside both buildings. In all cases, people who wish to park at Osbalwick need to apply for a permit to park.

City of York Council offers a range of part time courses throughout the city. You can obtain more information on access from the City of York Disability

Statement. This can be obtained by ringing Future Prospects on free phone 0800 834239 or email admin@futureprospects.org.uk.

What technology or equipment might York College provide to support students?

Information Technology

The College provides a wide range of computer hardware and software to support all students. There is a large computer network across the college. Software to support students with learning difficulties and/or disabilities is installed on the network.

Current examples of enabling software are:

- **Dragon** speech recognition software
- **Jaws** screen reading software
- **Zoom Text** enlarges images on the screen and provides speech back up
- **Galileo and Scannar** text to Braille and speech
- **Text Help** - enabling software
- **Writing with symbols** - to support literacy with pictures
- **Claro Read** – screen reader and magnification software

The College also has a range of specialist IT equipment e.g. speech synthesis and large tracker balls. There are also several hydraulic adjustable tables for improved wheelchair access. A number of large monitors are located around the campus in the Learning Centre and other IT workshops as well as Future Prospects in the city centre.

Equipment Available for Loan

The Learning Support team can loan equipment free of charge* for students whose support assessment indicates that the equipment is needed.

Equipment currently available includes:

- Dictaphones and digital voice recorders
- Franklin Spellmasters and Thesaurii
- Key guards and document holders
- Laptop personal computers
- Alphasmart portable word processors
- High energy lamps
- Magnifying lenses
- “Talking” aids

The College Learning Support team aims, wherever possible, to provide equipment identical to any that has recently been supplied to a person in a school or college or that has been recommended for an individual by a professionally recognised body e.g. RNIB; the Employment Services Disability Assessment Team. E.g. Radio Aids for students with hearing impairments and wish to use these for communication support.

* Students need to insure any equipment that is taken off the College premises themselves. The College branch of the National Union of Students (NUS) may be able to help. Contact: (01904) 770473.

* Please note: The College may decide to charge students who do not return loan equipment after the end of the loan period.

Can I get support during examinations and assessments?

Some students may be able to have special arrangements or support for assessments and/or examinations, subject to permission from the relevant Awarding Body.

What should students do?

If students think that they might qualify for special arrangements they must let their course tutor or progress tutor, the Learning Support Office and the Exams Officer know. Students should contact staff during their assessment interview or as soon as possible after they start college.

How is it arranged?

If a student has an assessed need and evidence which meets the Awarding Body's criteria, the College Examinations Officer will send a request for special arrangements to the relevant Examination Board. The request will always follow the guidelines laid down by the Exam Board and will depend on the student's support needs. However, if the Learning Support Manager considers there is an unusual situation a letter of special request can be sent.

Please note that there are deadlines for requests to Exam Boards. Requests received after the deadline may not be granted.

2010-2011

For modified papers of exams taken in November, December or January the deadline for submission is **30th September 2010**.

For all other access arrangements for external exams taken in November, December or January the deadline for submission is **21st October 2010**.

For all arrangements (including modified papers) for external exams taken in February, March or April the deadline for submission is **26th November 2010**.

For modified papers of exams taken in May/June 2011 the deadline for submission is **28th January 2011**.

For all other access arrangements for external exams taken in May/June 2011 the deadline for submission is **18th February 2011**.

Additional support will only be arranged after agreement by the Examination Board. Support can vary but the following are four examples of support that have been arranged previously.

Example A

A Deaf student (person with a hearing impairment) *might* receive:

- extra time
- pre-modified exam papers i.e. an exam paper which had been modified by a qualified teacher of deaf people to make questions clearer to understand
- communication support for exam instructions from a qualified teacher of deaf people in the exam

Example B

A student with severe specific learning difficulties (dyslexia) *might* receive:

- extra time and a reader/amanuensis (scribe) in the exam

Example C

A student with a visual impairment *might* receive:

- extra time
- permission to speak their answers into an audio recorder then have these answers copied up for the exam board

Example D

A student with dyspraxia *might* receive:

- extra time
- permission to write their answers using word-processing on a computer

PLEASE NOTE: Arranging for assessments and additional support for exams can be costly. If the student fails to attend without justifiable reasons the College reserves the right to charge for the unused service.

What skills and knowledge do staff have and how can this help with my coursework?

Learning Support Tutors

These tutors provide additional learning support tutorials. They will usually meet you on your own (1:1). They are either part of your College teaching team and know a lot about your course or are people with specialist skills and qualifications who may also work with other staff to support you e.g. a teacher of Deaf people.

Learning Support Practitioner (LSP) Support

The College has a team of full and part-time Learning Support Practitioners. They have a range of nursing, health and social care, communication, educational qualifications and experience. Their care skills, knowledge of

disability issues and safe and healthy working are updated regularly. They will usually work alongside you and others to provide mobility, personal care, emotional support as well as in-class support for learning.

British Sign Language/English Interpreters or Communicators

We employ tutors who are either qualified British Sign Language/English Interpreters or BSL communicators with at least Stage 3 qualifications and/or competence in BSL and Deaf issues.

Teacher of Deaf People and/or Note takers

The College currently has a partnership arrangement with a local school for deaf people (St John's, Boston Spa) to provide qualified teachers of deaf people and note taking support. This is for deaf students who wish to study

within the 'oral' traditions or who do not use British Sign Language. This support can be in the class and/or in the student's private study time.

Learning Support Tutors for Specific Learning Difficulties (dyslexia)

These tutors have teaching qualifications. Some also have specialist qualifications. Some of these tutors can offer specialist assessments or diagnostic screenings for people who may have dyslexia. The tutors can give you regular support tutorials: either 1:1, in a small group or through a drop in session. They can also advise your course tutors on how they can support you on your course.

Sometimes, if a student agrees, we will refer them for further assessments with an Educational Psychologist. The decision to request an assessment will be based on how essential it is for the person's learning and their support.

Alternatively students can independently arrange and pay for their own assessment via an organisation such as Dyslexia Action or an independent Educational Psychologist.

Skills for Life/Basic Skills Tutors

These tutors have specialist qualifications for assessing and supporting students with their literacy and numeracy skills.

College Counsellor

There are qualified College counsellors available who provide a short term counselling service for all students. If it is essential that a student has specialist support to enable them to communicate, e.g. BSL, they will have to give some advanced notification of this need. Counsellor appointments can be booked in person through Student Services or by phoning (01904) 770434

Staff Awareness and Knowledge

Every year the College provides staff development to enable staff to become generally aware of the differing needs of disabled people and how they can use teaching techniques and methods to support people's learning. Many staff have gained particular skills in supporting students within their courses.

Examples include

- The legal rights of disabled people
- Awareness for supporting students with a hearing impairment
- Awareness for supporting students with a visual impairment
- Supporting students' emotional needs
- Supporting students' mental health issues
- Helping students with their literacy and numeracy

- Awareness of Autism and Aspergers Syndrome
- Awareness of Attention Deficit (Hyperactivity) Disorder
- Chronic Fatigue Syndrome and the effect on learning
- Other medical conditions such as epilepsy or diabetes
- Using specialist equipment

Staff also gain further qualifications for supporting students through their attendance on courses. e.g.

- Basic Counselling Skills
- Dyslexia Awareness
- RNIB short courses

Learning Support Practitioners receive training on

- In-class support of students
- Awareness of different medical conditions
- Symbol and sign usage
- Carrying out risk assessments
- Lifting and handling people
- Dealing with resuscitation
- First Aid
- Use of Information and Communication Technology
- Use of assistive and enabling technology

In addition to teaching qualifications staff have attended courses in

- Inclusive learning techniques
- British Sign Language
- Tutor Training for Adult Literacy
- Basic Skills support

- Symbol and sign usage
- Supporting students with learning difficulties and/or disabilities
- Counselling
- Dyslexia Awareness/Tutoring
- Using information technology and low vision aids to support students
- Supporting people with mental health issues
- Understanding and supporting students who have dyspraxia
- Understanding and supporting students who have autism

How does York College make sure students with learning difficulties and/or disabilities can receive the appropriate support?

The College Student Charter applies to all students, including disabled students. In addition, specific support may be provided to enable a disabled student to use particular facilities. This would generally be part of the individual's support arrangements made during the assessment of support e.g. signing support to see a tutor or counsellor.

What do I do if I have a complaint to make?

There is a formal College complaints procedure if you want to make a complaint or if you feel the College is not keeping its commitment to people with learning difficulties and/or disabilities. A leaflet is available from the College Main Reception.

The procedures give details of both internal and external contact points including key Senior Managers, the Clerk to the Governors and the organisations who provide College funding.

Any complaints or appeals about examination arrangements or internal assessment appeals may need to follow guidelines laid down by the individual examination board. Further details can be obtained via the College Examination Officer or the Learning Support Assessment Coordinator.

Where does the funding to provide Additional Support and/or specialist educational facilities and equipment come from?

Funding is currently obtained from the following sources:

(Please note: this information is accurate as of October 2010, but may be subject to change)

The Young People's learning Agency (YPLA)

The YPLA provides additional learning support (ALS) funding for students aged 16-18 on recognised FE courses. This can be used by the College to provide specialist staff, equipment and materials for additional support for students (including work based students) with learning difficulties and/or

disabilities and students with ESOL or additional literacy/numeracy needs.

The Skills Funding Agency (SFA)

The SFA provides additional learning support funding for students aged over 19 on recognised FE courses. This can be used by the College to provide specialist staff, equipment and materials for additional support for students (including work based students) with learning difficulties and/or disabilities and students with ESOL or additional literacy/numeracy needs.

Please note that ALS funding for people aged 19-24 and who have a Section 139a or Section 140 assessment is provided by the YPLA.

Occasionally Work Based Students from other parts of the country can be funded by via organisations such as CITB – Construction Skills.

Local Authorities (LA)

It is possible that all or part of the additional support, specialist equipment and transport for some students is funded by their local authority, e.g. for school pupils who attend college courses via agreements between the College and local schools or the LA.

Department for Business, Innovation and Skills (BIS)

Student Finance England manages the provision of Disabled Student's Allowance for students on Higher Education courses e.g. Higher National Diplomas, Higher National Certificates and Degree courses.

External Services

Certain services that are funded by other organisations can be provided for students at the College.

These are:

Selby and York Primary Care Trust Speech and Language Therapy team, NHS support for deaf students, Community Services Health & Disabilities Team, Physiotherapists and Clinical Psychologists

City of York Mental Health and Community Services, Learning Disabilities teams and York District Hospital NHS Trust

Private or Charitable organisations providing care/mobility support workers, sheltered housing or residential homes including those for residents who have visual impairments.

Connexions: for careers information, advice and guidance for all full-time students and most part-time students. Young people with support needs are assigned Personal Advisers at the age of 14 to help them make the transition

from school to further/higher education, employment or training.

There are Connexions staff based in the College's Student Services who can provide advice and support for students.

Local Authorities Services Departments e.g. North Yorkshire County Council or City of York Council provide transport (Education or Social) for some students with learning difficulties and/or disabilities.

Other Useful Contacts

Skill: National Bureau for Students with Disabilities

Chapter House, 18-20 Crucifix Lane, London, SE1 3JW

Information Service (Tuesdays 11.30am to 1.30pm, Thursdays 1.30pm to 3.30pm)

Phone: 0800 328 5050 Minicom: 0800 068 2422

Fax: 020 7450 0650

Email: info@skill.org.uk Website: www.skill.org.uk

Skill is a national charity promoting opportunities for young people and adults in the UK with any kind of disability in further or higher education, training and employment. It has published a number of information booklets on DSAs and higher education for disabled students and students with specific learning difficulties. The booklets are available on the Skill website at www.skill.org.uk/inforsheets.asp

Skill's information service can answer enquiries on higher education and disability by phone (voice or text), letter, fax or e-mail.

Appendix A

Definition of Disability

The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. For the purposes of the Act:

- substantial means neither minor nor trivial
- long term means that the effect of the impairment has lasted or is likely to last for at least 12 months (there are special rules covering recurring or fluctuating conditions)
- normal day-to-day activities include everyday things like eating, washing, walking and going shopping
- a normal day-to-day activity must affect one of the 'capacities' listed in the Act which include mobility, manual dexterity, speech, hearing, seeing and memory

Some conditions, such as a tendency to set fires and hay fever, are specifically excluded. People who have had a disability in the past that meets this definition are also covered by the scope of the Act. There are additional provisions relating to people with progressive conditions.

The DDA 2005 amended the definition of disability. It ensured that people with HIV, cancer and multiple sclerosis are deemed to be covered by the DDA effectively from the point of diagnosis, rather than from the point when the condition has some adverse effect on their ability to carry out normal day-to-day activities.

Definition of 'learning difficulties'

Further and Higher Education Act 1992 Section 4, subsections (6) and (7):

Subject to subsection (7) below, a person has a "learning difficulty" if –

(a) he has a significantly greater difficulty in learning than the majority of persons of his age, or

(b) he has a disability which either prevents or hinders him from making use of facilities of a kind generally provided by institutions within the further education sector for persons of his age.

(7) A person is not to be taken as having a learning difficulty solely because the language (or form of language) in which he is, or will be, taught is different from a language (or form of a language) which has at any time been spoken in his home.

Appendix B

York College Website: www.yorkcollege.ac.uk

Contact details for College staff/services

Pat Rose

Learning Support Manager

Tel: (01904) 770428

Fax: (01904) 770499

E-mail: prose@yorkcollege.ac.uk

Sandra Jackson

Assessment Coordinator - Students with Learning Difficulties and/or
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E-mail: sjackson@yorkcollege.ac.uk

Alison Pearce

Support Coordinator - Students with Learning Difficulties and/or Disabilities

Tel: (01904) 770472

Fax: (01904) 770499

E-mail: apearce@yorkcollege.ac.uk

Ruth Deighton, LSP Team Leader Learning Support

Tel: (01904) 770262

E-mail: rdeighton@yorkcollege.ac.uk

Customer Service Unit

Tel: (01904) 770400

E-mail: customer-service@yorkcollege.ac.uk

Learning Support Office

Tel: (01904) 770263

Tel: (01904) 770438

Student Services

Tel: (01904) 770397

E-mail: studentservices@yorkcollege.ac.uk

College Minicom: (01904) 770303

Estates Team – to discuss car parking or site accessibility

Tel: (01904) 770209.

David Jackson, Health and Safety Welfare Adviser

Tel: (01904) 770477

E-mail: djackson@york.ac.uk

Clarence Gardens Centre

York College

Wigginton Road

York

YO31 8FJ

Tel: (01904) 623258

York College Construction Centre

Unit 1 Brooklands

Outgang Lane

Osbalwick

YO19 5UP

Tel: (01904) 770180 or (01904) 770181

Contact details of other organisations

York Independent Travel Scheme (YILTS)

Peta Hatton

City of York Council

Mill House

North Street

York

YO1 6JD

Tel: (01904) 554201 E-mail: peta.hatton@york.gov.uk.

Future Prospects

24 Swinegate

York

YO1 8AZ

Tel: (01904) 634748 or freephone 0800 834239

E-mail: admin@futureprospects.org.uk

Website: www.futureprospects.org.uk

Student Finance England

Tel: 0845 300 50 90 Website: www.slc.co.uk

Email: dsa_team@slc.co.uk

St Aelred's Community Centre

216 Fifth Avenue

Tang Hall

York

YO31 0PN

Tel: (01904) 426434

Connexions

29 Castlegate

York

YO1 9RN

Tel: (01904) 555400 Website: www.connexions-direct.com

Department for Business, Innovation and Skills

Tel: 0800 731 9133 Text phone 0800 328 8988

Website: www.direct.gov.uk/studentfinance

Skill: National Bureau for Students with Disabilities

Chapter House

18-20 Crucifix Lane

London

SE1 3JW

Information Service (Tuesdays 11.30am to 1.30pm, Thursdays 1.30pm to 3.30pm)

Tel: 0800 328 5050 Minicom: 0800 068 2422

Fax: 020 7450 0650

E-mail: info@skill.org.uk Website: www.skill.org.uk

STATEMENT OF COMMITMENT TO DISABLED PEOPLE

York College is committed to ensuring that disabled people, including those with learning difficulties, can access, participate and succeed in their learning. We work to provide an inclusive learning environment with a curriculum that ensures that the learning needs of all individuals, including those with learning difficulties and or disabilities are met. All reasonable adjustments to provision will be made to ensure that disabled students and other disabled people are not substantially disadvantaged.

If you are a disabled person, please make sure that we know what you need so that we can make reasonable adjustments to help you succeed.

**For extra copies or more information telephone
Student Services (01904) 770397 or
the Learning Support Office (01904) 770427 or 770171**

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