



Halesowen College

**Supporting your Learning  
at Halesowen College**

**for students with a disability and/or support needed**

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1. **People in the College you may wish to contact for help and advice**

The following staff are mentioned in this Statement:

***Safeguarding and Inclusion Manager***

Lynn Pass ext. 7760

***Student Services Director***

Alex Griffin ext. 7775

***Student Services Officer***

Susan Crowley ext. 7518

***SEND Co-ordinator***

Helen Stockdale ext. 7724

***Personal Skills Development***

Penny Mitson ext. 7682

***Counsellors***

Phillip McEvoy ext. 7674

Lynn Broadhurst ext. 7674

***Health and Safety Officer***

Helen Hadley ext. 7657

***Information and Advice***

*Full Time Courses and  
Admissions Officer* ext. 7514

***Part Time Courses:***

Nicola Kappen ext. 7509

***Careers Advisers***

Clare Vincent / Debbie Wall ext. 7650

***Exams and Achievement Officer***

Keith Cartwright ext. 7638

## 2. College Policies and useful publications

The following policies may be of interest to you:

- Single Equality Scheme
  - Equality and Diversity Policy
  - Policy on Harassment and Bullying
  - Health & Safety Policy
- } Available on the Intranet

Student Information on the Website includes information on many topics. Specific areas of interest may be:

- Financial help
- The Counselling Service
- The College Nursery
- The Students' Union
- Careers Guidance Service
- Religious Observance
- Eating in College
- Code of Student discipline
- Calendar
- Whittingham Road Campus map

### **Course information**

Information on courses is published in:

- The full time prospectus
- The College News [for part time courses]
- The College Website ([www.halesowen.ac.uk](http://www.halesowen.ac.uk))

Separate leaflets are available for each individual course.

Enquiries on all courses can be made to the Booking Centre. Telephone 0121 602 7799 (Minicom 0121 550 3046) Email ([info@halesowen.ac.uk](mailto:info@halesowen.ac.uk)).

## 3. Support

The following are examples of the support which can be made available to you after your needs have been assessed.

- Good access to buildings and facilities if you have a physical disability
- Learning support in class. You may need someone to help you with equipment or assist in your learning in other ways, e.g. note-taking
- Personal Skills Development support is available on a one-to-one or small group basis to develop strategies and skills.
- Personal care. This could include support in the refectory or other identified personal needs.
- Modification of the course to meet your needs with the agreement of the awarding body. It may be possible to adapt certain parts of the course.
- Technical Support. There are times when specific equipment or computer software is required and support may be provided to ensure that you know how to use it and that it is working effectively.
- Special arrangements for examinations and assessments. Extra time can be agreed with awarding bodies or a reader/ amanuensis may be required.
- Counselling Support. There are two counsellors on the College staff who are available to discuss personal problems. This is a confidential service and is available to all our students.
- Access to an Educational Psychologist if this need is identified.

***If you have a learning difficulty:***

- Learning Support out of class. You may need extra class sessions or help with reading, writing or numeracy.
- Independent travel training. You may learn how to travel from home to College on your own by bus.
- IT Software. There may be special computer programmes that can help you to develop the skills you need for your studies.
- If you are deaf or have a hearing impairment: Notetaking - support can be provided in class to ensure relevant notes are taken and Interpreting - Support can be provided by a member of staff who is qualified to level 3 in British Sign language.
- Support out of class. If you require support in general student areas this can also be provided.

***If you are blind or have a visual impairment***

- Resources provided in large print
- IT Software. There may be special computer programmes that can help you to develop the skills you need for your studies.
- Mobility training on campus
- Braille. This is not available within the College but can be arranged with an external agency.
- Support in and out of class, as appropriate.
- Modification of the course to support your needs. With the agreement of the awarding body it may be possible to negotiate specific changes to the assessment process.

***If you have a specific learning difficulty (e.g. dyslexia)***

- Specialist assessment for exam purposes can be arranged
- Personal Skills Development support out of class on a 1:1 or small group basis to develop strategies and skills
- Loan of a laptop computer
- Special arrangements for examinations and assessments. Extra time can be agreed with awarding bodies if appropriate.
- IT software. Specific software to help you to develop your skills is available.

***If you have a hidden disability (e.g. asthma, epilepsy, autism)***

- First aid support and advice. There are trained first aiders available in the College.
- Provision for special dietary needs.
- Tutorial support. You may need extra tutorial time to help you keep up with your classes.
- Special arrangements for examinations and assessments. With agreement from the awarding body it is possible to have extra time or specific support.
- Support in and out of class as appropriate.

***If you have a mental illness (e.g. bipolar, depression)***

- If appropriate reasonable adjustments can be made to your programme of study
- One-to-one support can be made available, if required
- The college will liaise with relevant external agencies, if appropriate in order to support you during your studies.

***Where appropriate, discussion with professionals from external agencies will take place in order to ensure your support needs are fully met.***

The College will make every attempt to provide the equipment you need to support your learning.

#### 4. How to join the College

The College encourages applications from anyone who is able to benefit from our courses and who meet the entry requirements. Care will be taken in assessing need and ensuring appropriate support is put in place. Care will also be taken to ensure that we are not disadvantaging the student by putting him or her on a course of study where he or she will not succeed.

You are responsible for disclosing your current health condition and medications so that appropriate support can be given.

It is very important that you give as much information as possible about your disability so that a fair and accurate assessment of your needs can be made and that appropriate health and safety measures are followed, if necessary.

You will have several opportunities for disclosing information about your health in ways which are appropriate and comfortable for you. This information will be treated confidentially and used only in your own interests.

For general information contact Elaine Wood (ext. 748) or Jo Pearce (ext. 213) or contact the Booking Centre on 0121 602 7799 (ask for an application form and a prospectus). You can also apply on-line via the iTracker for a full time course or fill out a paper form.

Return completed **full time course** application form to the Admissions Centre and indicate that you have a support need.

For part-time course enrolments, call the Booking Centre (0121 602 7799 or Minicom 0121 550 3046) who can advise you. Please indicate if you have a support need.

Elaine Wood or Lynn Pass may ask you to come into College to discuss your support needs and your choice of course informally. You may like to request this yourself. You may bring a friend or parent. With your agreement we may ask for reports from past teachers or other professionals.

#### **Can the College support your needs?**

**Yes**

You may be asked to attend an informal interview with staff from your chosen subject area. If there are any entry requirements and these are fulfilled then enrolment will probably take place in July or at the beginning of the Autumn term.

Further assessment may then take place to ensure the support is appropriate.

The support is agreed and your classes start.

Your support is reviewed at least once a term.

You reach your learning goal.

**No**

If you need more advice then talk to Julie McParland, the Admissions Manager, Lynn Pass or Helen Stockdale. There is also a list of external contacts in this booklet.

The initial assessment may have resulted in you deciding to seek a place in a specialist college. Contact the Careers Service for further information.

Work, Further Education, Higher Education.

## 5. **Transport Needs**

Your local authority may have a transport policy and you need to contact them in the first instance.

## 6. **Where courses take place**

The College has three campuses in Halesowen:

Whittingham, Whittingham Road  
**Business Centre, Coombs Wood**  
Shenstone House

Maps are available from the Booking or Admissions Centre or in the Student Guide.

Courses also take place in community venues e.g. schools and Community Centres. The College News has further information on the locations of different courses.

## 7. **Discrete full time courses for students with learning difficulties at pre-entry or entry level**

### ***Step Up To Work and Life Skills***

Step Up To Work Skills is a one year vocational course for 16 – 19 year olds and includes development in work skills e.g. catering, animal care, retail, practical care, horticulture Skills: Information Technology, Communication, Numeracy, Work related skills and life skills.

Step Up To Life And Work is a one year vocational course for 16 – 19 year olds and includes development in work skills, eg personal care, relationships, home maintenance.

For more information contact Jo Pearce (ext.7625)

### ***Pre-Foundation Studies***

This is intended for students aged 16 to 19 who wish to improve their basic skills of Literacy, Numeracy and Information Technology so they can progress to a higher level course.

For more information contact Jo Pearce (ext.7625)

## 8. **Work Experience**

Where a period of work experience is part of your programme, every effort is made to ensure that you have the support you need. This may involve access checks by College staff, and possibly specific transport arrangements and individual support during the placement period.

## 9. **Examinations Procedure**

You may need support or extra time during your exams. If this is likely then your needs will be assessed by Learning Support staff. A written report is then passed to the examinations office where the specific request is made to the awarding body. You will be informed about any arrangements which have been made.

For further information contact Tracy Bannister (ext. 7525)

## 10. **Access**

Please see maps in the prospectus which can be requested from the Bookings or Admissions Centres.

There are car parking spaces for disabled drivers on both campuses.

## 11. Staff Expertise

The Learning Support Service co-ordinates support across the College. All staff within the service have experience in supporting students with learning difficulties or physical or sensory disabilities and people with mental health problems. Support may be required in a variety of forms.

Teaching staff have experience in supporting and providing learning opportunities for students with learning difficulties where discrete provision is offered.

Staff in other curriculum areas have experience in teaching students with learning difficulties and/or disabilities e.g. Science, Information Technology, Health and Social Care, Business Studies, Art and Design and Catering.

Staff receive training to increase their skills and expertise on a one-to-one or group basis through the Learning Support Service.

Equality and Diversity training takes place regularly.

## 12. Funding

You may be eligible for additional funding to support you on your programme through the 16-18 Bursary or 19+ Discretionary Learner Support.

**For further information contact** Susan Crowley (ext. 7518)

The College may be able to secure additional funding to meet some of your support needs. For this reason we have to ensure we have the appropriate paperwork completed and we will need your help to do this while you are a student at the College.

13. External contacts

**Stourbridge Community Team**

(Learning Disability)  
 Carol Freath - Stourbridge  
 Ann Mullet, Pat O'Connor – Brierley Hill  
 ☎ 01384 813925

**Queen Alexandra College for the Visually Impaired & Other Disabilities**

☎ 0121 428 5050

**Disability Employment Advisers**

**Dudley**

Nathan Vaughan  
 ☎ 01384 554580

**Birmingham**

John Braklam  
 ☎ 0121 480 3844

**Birmingham Institute for Deaf People**

☎ 0121 246 6100

**Dudley Physical and Sensory Services**

☎ 01384 818005

**Sandwell Physical and Sensory Services**

☎ 0121 553 7411

**Autism West Midlands**

Outreach Team

☎ 01384 818070  
[Info@autismwestmidlands.org.uk](mailto:Info@autismwestmidlands.org.uk)

**Autism Help Line**

☎ 0808 8004104

**Local Education Authorities**

**Dudley Council**

☎ 01384 812345

**Sandwell Council**

Robert Cousins  
 (Assessment Officer)

☎ 0845 358 2200  
[robert-cousins@sandwell.gov.uk](mailto:robert-cousins@sandwell.gov.uk)

**Dudley Dyslexia Association**

Helpline

Ann Cook  
 ☎ 01384 291001

**Connexions Dudley**

Pete Small Personal Adviser  
 ☎ 0782787493

**Hereford and Worcester**

Support Guidance and Skills Service  
 ☎ 01527 882960

**Dudley Community Mental Health Team**

☎ 01384 813 880

**National Disability Team**

☎ Tel Voice Minicom 024 76887818

**Dudley Family Information Service**

☎ 01384 814 398

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