



Gower College Swansea
Coleg Gŵyr Abertawe

Additional Learning Support Policy

Issue Date:	December 2013
Review Date:	December 2016
Originator:	Keith Harries Learning Support Manager
Location of Policy	BIZ-Sharepoint/Intranet/Policies & Procedures/Learner Services & Support

1. Context

- 1.1 Gower College Swansea is committed to providing additional learning support to students in accordance with the DfES Supplementary Funding Guidance.
- 1.2 The college is also committed to implementing the legislative duties set out in the Disability Discrimination Act 1995 and 2005 and the Equality Act 2010.
- 1.3 Our Disability Statement and Single Equality Scheme and Action Plan, available on the College's website, provide details of how we promote equality of opportunity for all our learners and provide equal access to our learning services, facilities and educational opportunities.
- 1.4 The college, in the context of its funding responsibilities and commitment to continual improvement, has also put in place systems to identify students' additional learning support needs. If learners are in receipt of any additional learning support the College will monitor the effectiveness of the support provided.

2. Scope

- 2.1 This policy applies to all full time and part time DfES funded students studying at the College, who have an identified specific learning difficulty or disability.
- 2.2 This policy does not apply to students who are on full time supported studies programmes as they are already funded by a different mechanism.
- 2.3 This policy does not apply to students with literacy and numeracy needs identified through the initial assessment process at induction.
- 2.4 If you would like more information on who this policy applies to please contact the Learner Support Manager.

3. Disclosure of Need

- 3.1 Learners are encouraged to disclose any need **as early as possible** so that their individual learning needs can be assessed and all reasonable adjustments or support measures can be made where appropriate. This can be done:
 - On the course application form
 - At course interview stage
 - At college enrolment
 - During college induction (Disclosure of Disability form)
 - At any other time during the course. (Disclosure of Disability form)

4. Assessment and Evidence

- 4.1 Proof of learning difficulty or disability will be required for examination and funding purposes e.g. Statements of Educational Need (supported by a Skills and Learning Plan), professional dyslexia assessments, written confirmation from a medical professional, such as the General Practitioner (GP).
- 4.2 Evidence provided must be relevant to the disclosure by the learner and dated within two years of the learner starting their course.

5. Support Provided

- 5.1 If learners have an identified learning difficulty or disability, the College will make reasonable adjustments to provide the support needed to help them achieve their learning goals.
- 5.2 The use of educational support staff - specialist communication and teaching, 1-2-1 dyslexia support, laptops and assistive technologies can be made available along with recommendations for those individuals with difficulties such as:-
- Moderate/Specific Learning Difficulties
 - Dyslexia / Dyspraxia
 - Sensory / Physical Difficulties
 - Autistic Spectrum Disorders
 - Behavioural / Emotional Difficulties ie. ADHD
- 5.3 If mental health issues are disclosed the learner will be referred to the Student Services Manager where their individual needs can be discussed and supported appropriately.
- 5.4 The College will continue to review the support provided during the learner's studies and may change the level of support provided depending on their individual needs.

6. Further Considerations

- 6.1 Attendance and commitment is essential for the allocation of support and curriculum resources. Poor attendance, as outlined in the Student Attendance Procedure, may result in the learner's withdrawal from their course in line with the College's Student Disciplinary Procedure. If poor attendance is due to the learner's disability/health issues this will be reviewed individually. Failure to commit to the support provided may result in the withdrawal of support and any associated examination concessions.

- 6.2 If learner's receive additional learner support and do not achieve their qualification and re-enrol on the same course or a different course at the same level, they will be re-assessed for additional learner support according to their individual needs. Learners should disclose their additional learning need at each new stage of their studies.
- 6.3 Any complaints regarding the allocation of resources for additional learner support should be dealt with as outlined in the College's Complaints Procedure.

7. Related Documents

- Disability Statement
- Dyslexia Policy
- Admissions Policy
- Essential Skills Policy
- Complaints Procedure

8. The Welsh Language

- 8.1 Gower College Swansea is committed to the promotion of the Welsh language and will endeavour to address and support the needs of Welsh speakers in accordance with the College's Welsh Language Scheme.
- 8.2 Coleg Gwyr Abertawe yn ymrwymedig i hyrwyddo'r iaith Gymraeg a bydd yn ymdrechu i ddelio ag anghenion siaradwyr Cymraeg â'u cefnogi yn unol â Chynllun Iaith Gymraeg Y Coleg.