

Disability statement

Leeds City College

Leeds City College is an inclusive organisation that is proud of its record on promoting equality and diversity and removing barriers to education and training. We welcome disabled people and strive to create an inclusive learning environment that respects and celebrates difference and encourages all students to reach their full potential.

Admissions

We will ask you about any additional needs you have on the application form. It is really important that you tell us about your additional needs so that the College can arrange to do an assessment. You will also be asked about any additional needs at you interview and at enrolment, to make sure we have all the information we need to support you.

The Central Admissions service is committed to providing a centralised, fair and transparent admissions process which maximises inclusion, widens participation and gives all potential learners access to:

- impartial Information, Advice and Guidance (IAG)
- an inclusive learning offer for all applicants, to ensure they are provided with support in identifying the programme of study which best meets their current needs, skills and their future aspirations
- transparent and clear procedures.
- support to address barriers to engagement

In order for us to be able to make reasonable adjustments to our provision, we would like to discuss your requirements with you before you start College. You will be invited to an interview before your course starts with one of the Learning Support Managers or Lead Practitioners or another member of the learning support team. You will have the opportunity to discuss your individual needs and agree how you would like to be supported.

Learning Support

You can receive additional support for your learning in lots of different ways, depending on what you need.

Support may take the form of:

- Learning Mentor out of class
- Learning Support Assistant (in-class)
- Learning Support Assistant (out of class e.g. at lunchtime)
- Dyslexia tutor
- Assistive technology e.g. specialist software, computer, mobile device
- Other equipment e.g. Backrests
- Support during Work Experience
- Exam access arrangements
- Communication Support Worker
- Adaptation of material resources e.g. enlarged photocopying, Braille transcription

The College will provide you with appropriate training and support in the use of specialist equipment to ensure that you are able to progress independently with your learning.

If you are a Higher Education student and you have a specific learning difficulty, such as dyslexia or dyspraxia, then we will arrange for you to be assessed by an Educational Psychologist, who can provide evidence for the Disabled Student's Allowance (DSA) application. We can also help you to apply for the DSA, as this can be a lengthy and complex process.

New Oasis Rooms

In 2014 the College introduced new oasis rooms into all the main College sites. These rooms are available for students who are on the autism spectrum or with mental health issues. The purpose of the rooms is to enable students with assessed needs to fully participate in their education by accessing the room during:

- times of crisis
- sensory overload
- mental health issues
- periods of sudden change

The rooms are supervised by an experienced member of the learning support team with skills relating to the autism spectrum and mental health issues.

Facilities/Access to College Sites

All sites have accessible toilet facilities, hoists and changing facilities. Trained staff can help you with personal care including eating and drinking. An assessment of your mobility requirements is provided and a personal emergency evacuation plan prepared if required.

There are limited parking spaces at some sites for drivers who are blue badge holders. Transport between sites will be provided by the College if it is a requirement of the course. Most areas in the College are now fully accessible to wheelchair users. However, if access proves difficult for you, we will try to make other arrangements. For example, we may be able to relocate classes.

Complaints

We hope that your time with us will be a pleasant, enjoyable and rewarding experience. However, there may be a time when you wish to complain about some part of your College experience. If you do, then go into the student intranet and click on the 'need to know' icon  on the left hand side of the screen. Then click on the complaints procedure icon  on the menu bar on the left. Any student requiring an advocate to support them in making a complaint or in an appeals process should contact:

- Their Course Tutor or Student Tutor;
- Their nominated Group Representative for their course, as part of the College's student representative system;
- The Students' Union by emailing support@lccsu.org. Please provide your telephone number and a summary of your complaint. You will then be contacted by a Students' Union Officer within 3 working days.

Please note that our complaints procedure does not cover academic appeals, grievance and disciplinary offences, or safeguarding concerns. There are separate policies and procedures in place that cover these issues.

Useful Contacts

Karen Thomas Inclusive Learning Manger Leeds City College

Email: Karen.thomas@leedscitycollege.ac.uk

Ian Miles

Interim Learning Support Manager - Horsforth Campus/Technology Campus Tel: 01133087856 /01133861767 Email: ian.miles@leedscitycollege.ac.uk

Fiona Miller

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Sharon Ryan

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Anne Brook

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