



Disability Policy

Policy Statement

Skills South Tyneside will actively comply with the spirit of and implement all legislation relating to disability. Skills South Tyneside provides specialist advice, guidance and resources to improve access for learners with learning difficulties and/or disabilities to learning and training programmes.

Skills South Tyneside's policy is to provide support and advice to learners with learning difficulties and/or disabilities to enable them to access the programme and services. This includes enabling appropriate learners to participate in programmes to gain the maximum benefit from their participation.

To this end, the following support and advice will be provided:

- Assessment of the learner's ability prior to selecting an appropriate programme of learning. This includes basic skills and functional skills. Other assessments can be provided including learning styles and occupational preference.
- Referrals to external organisations for specific learning difficulties including dyslexia, dyscalculia and occupational assessments.
- Provision of on-going support to the learner during the programme.
- Provision of on-going support and advice to staff working with the learner.
- Reasonable adjustments will be made wherever possible.
- We will respect our learners need for confidentiality and will work in agreement with you to support your need.

Equal Opportunities

It is the Policy of Skills South Tyneside to recruit learners from a wide range of backgrounds and, as far as possible, to ensure the elimination of bias and discrimination in its treatment of learners.

Physical Access and Transport

We will attempt to meet individual access or other requirements whenever possible. We are an inclusive training organisation which means we believe in all learners being taught in mainstream classes. However, one-to-one learning support is offered to help learners reach their full potential. We are able to provide a range of specialist services, facilities and equipment to help you with your studies. Special facilities include loan of laptops, specialist software, Dictaphones, spellcheckers and conference folders for the hard of hearing. Help can also be in the form of assessment/delivery for and of, learning support, note-takers, amanuenses, interpreters (if English is a second language), sign language and Braille conversion where appropriate.



Examination Arrangements

Skills South Tyneside has experience in making special arrangements to make the examination process as easy as possible for learners with learning difficulties and/or disabilities. It is important that learners inform Skills South Tyneside of any requests for such assistance at the earliest time, as the process may take some time, and we will make an application to the awarding body on your behalf.

In some cases specialist external assessment may be required.

Special arrangements can include:

- Extra time - could be between 25% - 50% extra;
- Taking examinations in a specially prepared room;
- Specially prepared scripts e.g. enlarged type, coloured paper;
- Readers and script writer provided
- Provision of computers
- Rest breaks

Complaints Procedure

It is the policy of Skills South Tyneside to provide a fair and sympathetic complaints service to its learners, partners and visitors. If you feel that you have not been treated properly or fairly, then you should write to the Skills South Tyneside Employment and Skills Manager. If you are currently studying at Skills South Tyneside you should discuss the problem with your Tutor. If appropriate your Tutor will refer to South Tyneside Skills Service's complaints procedure.

Lead Responsibility	Hayley Lord, Employment and Skills Manager, Economic Inclusion and Skills		
Author	Lorna Moore, Employment and Skills Quality Officer, Economic Inclusion and Skills		
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