

THE RECORDING WORKSHOP



Disability Strategy

The College Disability Statement sets out the way in which we support learners with disabilities.

The College will, wherever possible:

- Provide an opportunity to discuss and assess student's access requirements before they join the College.
- Help with the provision of specialist equipment, support and aids, including special exam provision where necessary.
- Co-ordinate and monitor any additional and flexible support both in and out of the classroom, i.e. assist with note taking, reading and, in workshop sessions, providing a communication support worker as necessary.
- Try to ensure the College is made accessible to all students.
- Makeworksheets, packs and assignments accessible to students with varying ability levels or with a disability.

Our Commitment

The Recording Workshop aims to offer a student with special needs the same educational opportunities as everyone else. This policy outlines the ways in which The Recording Workshop addresses the needs of disabled students. It is to be read by prospective and current students as

well as members of The Recording Workshop's staff.

Central to the Student Disability Policy is the intention to take account of individual need and to work with disabled students to find appropriate and practical solutions to problems that might arise.

The College follows the guidelines by UKCISA and also refers to the **Disability Discrimination Act part 4** and the **Code of Practice for Post 16 Education**. The Disability policy for The Recording Workshop has been designed referring to the guidelines mentioned in the UKCISA.org.uk.

Background

Under Part 4 of the Disability Discrimination Act, Higher Educational Institutions must not discriminate against disabled people. Higher Educational Institutions have a duty to not treat disabled students less favourably than non-disabled students, and a duty to make reasonable adjustments for all disabled students, including international students, to ensure that they are not placed at a substantial disadvantage in comparison with someone who is not disabled.

Indeed, paragraph 2.6 of the Code of Practice for Post 16 education states that *The Act applies to any disabled people (including those overseas) who are enquiring about or applying to a course, and any disabled students (including those overseas) attending, undertaking, or enrolled on a course.*

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Admissions and disclosure issues

We, at The Recording Workshop encourage students to disclose their disabilities before admission so we can try to meet their requirements. Definitions of disability and terminology used vary between countries; students may therefore not see themselves as falling within the categories described, or may not understand what information is being sought, therefore, our staff will explain in more detail at the time of admission, on the first contact with the college, on the application form or at exam time.

Pre-application information

All disabled students considering whether to apply to The Recording Workshop are encouraged to contact the college to find out about the range of services for disabled students. Students with a mobility difficulty are strongly advised to visit the college and discuss their requirements in detail before application. Applicants who declare a disability on the application form will be contacted by the College to seek further information. This is to help us put reasonable adjustments in place.

The Recording Workshop operates strict policies of confidentiality and will not pass information about a student's disability between staff without consent of the student.

Confidentiality

Applicants and current students are not obliged to inform SIC that they have a disability and /or Specific Learning Difficulty, however all are encouraged to do so in order that we can provide the best and most appropriate advice and guidance possible.

If you are an applicant, any information you provide will be acted on only if we think that additional support will need to be arranged. Any provisions will be discussed with relevant staff and with you. You will also be asked on the admissions questionnaire if you will give us permission to pass on the information to those whom may need to know about your disability. We would advise you to allow this to happen in order to ensure the most appropriate support is discussed with you when you begin your course.

Applications from students with mobility difficulties

Some of the rooms are sometimes not fully accessible to students who are wheelchair users. The Principal will therefore ensure that certain procedures are followed when considering applications from these students. This is to ensure that access and emergency routes are established and necessary arrangements are made before a student arrives. If reasonable adjustments to buildings and procedures cannot be put in place we will inform the applicant in a timely manner. Admissions Tutors who make an offer to a student with restricted mobility will notify the Principal as soon as practically possible.

If a student becomes disabled

If a student becomes disabled while enrolled at The Recording Workshop, or becomes concerned that an illness or other condition is having a disabling effect, they are advised to contact the college to discuss their needs.