

CABLECOM TRAINING LTD DISABILITY POLICY STATEMENT

CableCom Training Ltd Welcomes people with disabilities

Learners have individual needs dependent on their learning programme and disability. We will always respond as flexibly as possible, and creatively as possible.

CableCom Training Ltd Policy on Disability

CableCom Training Ltd aims to provide an inclusive learning culture which:

- Widens participation
- Respects personal values and qualities
- Pursues equality of opportunity
- Reflects differences in learners' starting points, needs and aspirations
- Enables all learners to achieve their maximum potential

CableCom Training Ltd is committed to removing the barriers which may prevent people from participating in or benefiting fully from education. CableCom Training Ltd aims to make its services available to all, including learners with a disability.

Getting the right support

We need to know about your disability before you come to commence a programme with us so that we can make sure you get the right support. We can:

- Liaise with other professionals to assess support needs.
- Arrange for you to visit us and have a guidance interview.
- Assess your likely support needs.
- Assist in decision making about programmes of learning.
- Give support throughout your programme of learning.

Support from us can include:

- Learner support staff.
- Help to arrange individual learning programmes.
- Mobility assistance to help with physical access to our facilities.
- Additional teaching to help with key skills.
- Communication support and technical tutorials.
- Large print & braille materials.
- Moving classes to a more appropriate location.
- Adapting curriculum materials.
- Specialist equipment.
- Small group teaching.

- Specialist teaching e.g. for hearing impaired, visually impaired and dyslexic learners.

Service for learners with Sensory Impairments

(Includes the service for Hearing Impaired students and the Visual Impairment service).

CableCom Training Ltd will liaise with other professionals in order to provide support to learners. These professionals are made up of, teachers of the deaf, teachers of the visually impaired, sign language tutors, communication support workers and note takers, an orientation and mobility officer, learner support assistants and technical staff, who together support learners on CableCom Training Ltd programmes.

Support to learners may include:

- Adapting materials.
- Awareness raising.
- Developing literacy and numeracy skills.
- Exam/assessment support.
- Examination arrangements.
- In-class support.
- Individual tutorials.
- Large print and Braille materials.
- Mobility.
- Note taking support.
- Signing support.
- Specialist equipment.

Courses in literacy and numeracy for the deaf can be made available along with Braille, lip reading and sign language.

The Hearing Impaired Service and Visual Impairment Service have more detailed information and welcomes informal contacts.

Access arrangements for examinations/assessments

Learners with disabilities may need additional support or access arrangements during examinations or assessments.

Major awarding bodies have their own policies and details available from your Assessor and or the Internal Verifier. Access arrangements must be agreed with the internal Verifier well in advance. We can make arrangements with awarding bodies to meet your needs. In order to make access arrangements it is important that you tell us about your disability on joining us for a programme of learning.

Special help can include:

- An amanuensis (writer).
- A reader.
- Additional time.
- Braille/enlarged papers.
- Language modified papers.
- A communicator.

What if something goes wrong?

The learners' complaints procedure is designed to deal with all complaints, and details on how to make a complaint are given in our learner handbook and our Company Charter which you will have received a copy of on commencement of a programme of learning with us.

If you need help to access this procedure, for example, signing support or mobility support, you should talk to your assessor/tutor.

Complaints can be made initially through your tutor/assessor who will pass it on to the Managing Director. Alternatively you can do so anonymously. (Details of which are contained within your copy of the Company Charter).

Confidentiality

You can be assured of discreet and appropriate confidentiality in CableCom Training Ltd's handling of disability issues. Where your disability is such that our duty of care to you, and others, requires us to confidentially share this information, we will discuss this with you.

Finally

CableCom Training Ltd wishes to ensure that it complies with the requirements of the Disabilities Discrimination Act (as amended by the Special Education Needs and Disability Act 2001). If you are a disabled person, please ensure we know what you need so that we can make all reasonable adjustments to help you succeed.

Signed: *C. Donison*

Date: 01/04/09

Managing Director