



# Supporting Learning Policy

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Approved by Governing Body

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| <b>Strategy/Policy Responsibility: Senior Leadership Team (SLT)</b> |              |
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# SUPPORTING LEARNING PROCEDURE

## 1. Aims

Sutton College believes that learners are entitled to receive appropriate learning support to enable them to access courses and achieve their learning goals.

Staff at the College are committed to providing opportunities for learners to disclose learning difficulties and/or disabilities and any other difficulties that learners feel may impact upon their learning.

Sutton College has a variety of services that are offered to learners to help maximise their learning opportunities, and all students should be made aware of the services available.

## 2. How Learning Support is Requested

Sutton College wants all learners to feel confident about declaring any difficulties at enrolment or as soon as possible after starting the course and actively encourages students to disclose any difficulties that may impact on their learning.

The learner may request support before and after the course has started by talking to the tutor or centre staff who will then complete the Additional Learning Support request form. All staff in the College are committed to supporting and advising students, referring them to appropriate personnel where necessary including appropriate agencies external to the College.

### **Information Advice and Guidance (Advice Service)**

- Information about all Sutton College courses is made available to prospective students on the Sutton College website [www.Sutton.College.ac.uk](http://www.Sutton.College.ac.uk) and can be requested in different formats.
- The main aim of this service is to provide free impartial information and advice to all throughout the year on an appointment basis, Monday to Friday, as well as bookable sessions for CV preparation, job applications and career guidance during the term time.
- All accredited courses require screening and detailed initial assessments to ensure learners are enrolled on appropriate courses. Dates and times are advertised and learners can book attendance on line, in person or on the telephone.
- The College has a Matrix accredited IAG service based at Sutton centre.
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- In order for learners to make informed judgements about the suitability of the course and its level, Course Details Forms (CDF) are available. These include information about course requirements; initial assessments; accreditation (where applicable); intended outcomes; any additional costs and progression routes. Learners requiring more information are invited to contact the Advice Centre and/or Curriculum Managers.
- All Learners wishing to access Skills for Life English and Maths or English Language (ESOL) courses, and discrete provision for Learners with Learning Difficulties and/or Disabilities (LLDD), are interviewed by specialists and formally assessed prior to entry.
- All students wishing to access vocational courses and courses leading to GCSE and GCE will be screened before enrolment to ensure the course is suitable for their needs and the likely support needs can be identified prior to enrolment.

### 3. Learning Difficulties and or Disabilities

Information Advice and Guidance (IAG):

- The Learners with Learning Difficulties/Disabilities (LLDD) Supported Learning department produces a separate LLDD courses and information booklet with information about courses, the cost and how to enrol on them.
- There is also a pictorial guide to curriculum areas entitled 'Going to College' and a symbol guide in the student handbook produced by and for Learners with learning difficulties.

Initial Assessment:

- There are programmed IAG slots and information sessions where learners with learning difficulties have an initial Information & Assessment interview with a member of the Supported Learning team, which includes a baseline assessment, prior to enrolment to help them make informed choices about their learning.

Additional Support:

- In line with College procedures following a disclosure of an additional difficulty &/or disability where an assessment of individual needs is made, the department will then try to provide, wherever possible and practical, the type of support that is needed. This may include the following:
  - Adaptation of teaching & learning resources
  - Specialist equipment
  - Individual tutorials
  - Improved access
  - In class support
  - Language support

### 4. Additional Support including Dyslexia Support

The College has specialist tutors available to provide support to learners with specific learning difficulties enrolled on accredited courses. Provision may include in-class support or extra support arranged at a different time. There are procedures in place to arrange a full dyslexia assessment, depending on the learner showing a full commitment to the Sutton College course on which they are enrolled.

### 5. Learner Support Fund (DLSF Discretionary Learner Support Fund)

Sutton College has access to additional funds from the Education and Skills Funding Agency to help learners who have financial difficulties and who may find the tuition fees a barrier to studying. These funds are limited but may also be used to support childcare, materials or travel, and in some cases to fund certification/examination fees and tuition fees.

The application forms to apply for this financial help are available from the website and at centres. All centre staff can help learners complete the forms and provide advice.

### 6. Mental Health Difficulties

Sutton College welcomes learners with difficulties including those who declare mental health difficulties and will endeavour to work with the learner to provide appropriate

support. Sutton College provides its tutors with guidelines to help them support learners.

#### 7. iCLICK (Open Learning Centre)

The College has a Learning Centre where a specialist adviser is present who can help learners access IT facilities. The College is developing access to additional resources to support learning in a different way.

#### 8. Certification / Examination Concessions

In many cases awarding bodies will offer concessions to students who have learning difficulties and or disabilities or medical conditions impacting on their performance in an examination. The concessions vary according to the type of difficulty experienced. Sutton College's Examination department will make arrangements directly with the awarding bodies and then communicate with the learner. The learner needs to request concessions as early as possible in the course to make sure that award body requirements are met. The tutor must have completed an ALS request form for any concessions to be given.

Tutors are required to encourage learners to declare needs in the initial assessment so that the process of applying for concessions can be put in place quickly and all requirements met.

#### 9. Monitoring and Quality

Support provided by the College is monitored to ensure that it is of high quality. Learners are asked to evaluate the provision and managers observe the support provided as part of the quality assurance systems.

#### 10. Safeguarding

Sutton College identifies that a key part of supporting the learners in the College involves recognising the importance of safeguarding. The College has a system of risk assessments applied to facilities, activities and individuals where appropriate. All managers are trained to implement risk assessments and create action plans ensuring all learners study within a safe environment. All staff working for the College, irrespective of role, are (DBS – Data Barring Service) checked. Staff are actively encouraged to attend safeguarding awareness training provided by the College and all staff undertake mandatory on line Safeguarding and Prevent training.