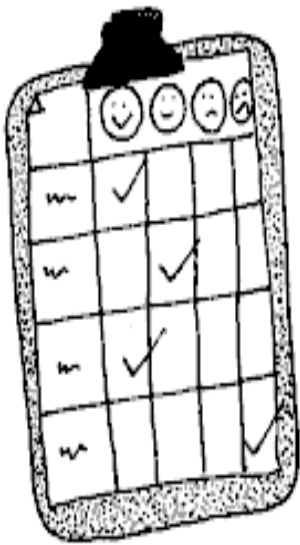


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• **DISABILITY STATEMENT**

Bracknell and Wokingham College will actively comply with the spirit of, and implement, all legislation relating to disability. The College's Disability Equality Scheme is available on the College Website www.bracknell.ac.uk and our staff provide specialist advice, guidance and resources to improve access for students with learning difficulties and/or disabilities to curriculum areas, study skills and College services.



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

- assessment of the student's basic skills and other needs to ascertain support requirements;
- provision of appropriate services (identified during the assessment process) to enable the student to participate in his/her course(s);
- provision of on-going support to the student during the course(s);
- provision of on-going support and advice to staff working with the student.

• **EQUALTY & DIVERSITY**

It is the policy of the College to recruit students from a wide range of backgrounds and, as far as possible, to ensure the elimination of bias and discrimination in its treatment of students both inside and outside the classroom.

We are committed to the continued improvement of physical access throughout the premises, and recognise that some areas of the College can be inaccessible to some wheelchair users. We will attempt to meet individual access requirements whenever we can.

• STAFF CONTACTS



Brian Uzzell
Director of Student
Services Tel: ext. 6228

Brian will be able to advise you of the support available, before you make your decision about coming to College.

Ingrid Fell
Team Leader Admissions
Tel: ext. 6205

Ingrid will be able to advise you on the appropriate course, and level, at which you should commence your studies.

Vicki Browne
Section Head Supported
Learning
Tel: ext. 6267

Vicki will be able to assist you if you need specialist help applying to College or support on-hand at your interview.

Anne Constable
Adult Literacy and
Numeracy
Tel: ext. 6268

Anne will be able to advise you if you need help with Adult Literacy and Numeracy or English as an additional language. Anne is responsible for co-ordinating part time adult workshops.

Davida Renshaw
Senior Lecturer Study
Support
Tel: ext. 6308

Davida will be the person who will be most involved in organising your support once you are enrolled on a course.

Janet Whitty
Examinations Officer
Tel: ext. 6219

Janet has a wealth of experience in making special arrangements for exams. However, the special provision depends upon the exams office knowing in advance what is required.

- **SPECIALIST FACILITIES**

Here to Help - Each year the College works with many students with learning difficulties and disabilities. These students are encouraged to make a preliminary visit to the College, and to attend an Open Event to familiarise themselves with the College environment. We ask students requiring special support to complete the appropriate section on the College Application Form, to indicate to us that they may have special requirements.

We are an Inclusive Learning College, which means we believe in all students being taught in mainstream classes whilst being offered additional support, appropriate to their needs, to help them 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 computers, specialist software, dictaphones, spellcheckers, and Konference folders for the hard of hearing. Help can also be in the form of assessment for specific learning difficulties, learning support, or providing care assistants, note-takers and amanuenses.

- **PHYSICAL ACCESS**

The College operates from five main Centres and numerous Adult Education Centres, based in Community Centres and local schools. Many have specialist facilities allowing access for students with disabilities. However, you should contact the Centre you wish to attend and discuss your requirements with the Centre staff.

• ADMISSIONS AND FEE REMISSION

As a Community College we welcome applications from all students in our community. We recognise that every student has individual needs. We invite you to telephone the College and discuss your requirements with the staff listed on page 3 of this booklet.



We suggest that students should make a preliminary visit to the College and attend one of our Open Events to discuss their application and requirements. We ask students to declare any learning difficulty or disability on the College Application Form, so that a pre-entry interview chat can be arranged with the appropriate support team.

Tuition Fee Remission:

If you are aged 16 to 18 on the 31 August 2009 you are entitled to a range of free vocational courses. Phone Ingrid Fell, Admissions Team Leader, for details.



50% Tuition Fee Remission:

If you are in receipt of a means-tested benefit or are over 65 years old and not in full time employment you may be entitled to a 40% fee reduction on non vocational courses.



100% Tuition Fee Remission:

Those in receipt of means tested benefits may only have to pay an administration fee of £10 in lieu of tuition fees for a range of vocational courses, subject to providing documentary evidence.



• EXAMINATIONS ARRANGEMENTS

Our examinations section has considerable experience in making special arrangements to make the examination process as painless as possible for students with learning difficulties and/or disabilities. It is important that students inform the examination section of any requests for such assistance at the earliest opportunity, as the process may take some time. They will make an application on your behalf. In some cases an assessment by an Educational Psychologist may be required.

If you are studying for a qualification there may be an exam fee to pay. It is best to ask about exam fees due when you enrol for a course.

Special arrangements can include:

- extra time, could be up to 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 the College to provide a fair and sympathetic complaints service to its students, customers and visitors. If you feel that your application has not been treated properly or fairly then you should write to the Director of Student Services.



If you are currently studying at College you should discuss the problem with your personal tutor or subject tutor. If appropriate, your tutor will refer to the College complaints procedure.

