

**SUPPORTED
LEARNING** 09/10
studentservices

**Dundee
College**

RAISING AMBITION, REALISING SUCCESS

www.dundeecollege.ac.uk

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INTRODUCTION

Dundee College offers a wide range of services to anyone who requires additional support while at College.

If you have a:

- Physical disability
- Sensory impairment
- Mental health difficulty
- Medical condition
- Specific learning difficulty e.g. dyslexia
- Autistic Spectrum Disorder

We can provide you with support.

This booklet tells you what services are available and how to receive the support on offer.

It is essential that you tell the college if you want additional support before you start your programme with us. This allows us to put support in place quickly.

Any information you give will be dealt with in confidence.

Kate Coffield
Supported Learning Team Leader
Student Services
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e-mail :
k.coffield@dundeecollege.ac.uk

GETTING SUPPORT

The type of support provided will vary according to your individual requirements. We would like to speak to you before you start college to make sure your support is in place.

A member of the Supported Learning Team will meet with you to carry out an assessment based on your needs. We will then agree a Learning and Support Plan. This document will give details of the support that will be put in place while you are at college.

The type of support we offer includes:

- Assessment of needs (this can be linked to available funding through SAAS or Bursaries)
- Individual personal care organised with Social Work Department (if appropriate)
- Specialist equipment and technological aids e.g. ergonomic seating, CCTV's, laptops
- Health and Safety risk assessments
- Help in applying for additional financial support
- Training in the use of assistive technology
- Help to plan and organise your studies
- Dyslexia workshops
- Specialist support worker for regular meetings throughout your programme.
- Alternative Assessment and Examination Arrangements
- Links with teaching staff to ensure appropriate support/ equipment are in place in the classroom

BASIC NUMERACY, READING, WRITING, GRAMMAR AND BASIC IT

The college offers classes through the Learning Curve in Communication, Numeracy and Information Technology. These classes are for you if you want to improve your skills before starting a programme of study or if you are already studying and require some additional support with basic skills.

The classes are available during the week, both during the day and the evenings.

What we can offer help with:

- Reading, writing, spelling and grammar
- Number work and maths
- Basic IT skills
- Basic essay writing
- Learning English as a second language

HOW TO APPLY FOR SUPPORT

There are various ways to get support:

- Ticking the relevant box on your application form
- Ticking the relevant box on your enrolment form
- Telling academic staff at your interview
- Arranging it through your school
- Arranging it through agencies e.g. Social Work

You can also contact the Supported Learning Team directly on 01382 834910.

If you become aware of any support needs during your studies you can :

- Contact your Curriculum Manager or Senior Lecturer. They will then contact the Supported Learning Team.
- OR -
- Complete an Additional Support application form available in any of the Advice Centres.

WHAT HAPPENS WHEN YOU APPLY FOR SUPPORT

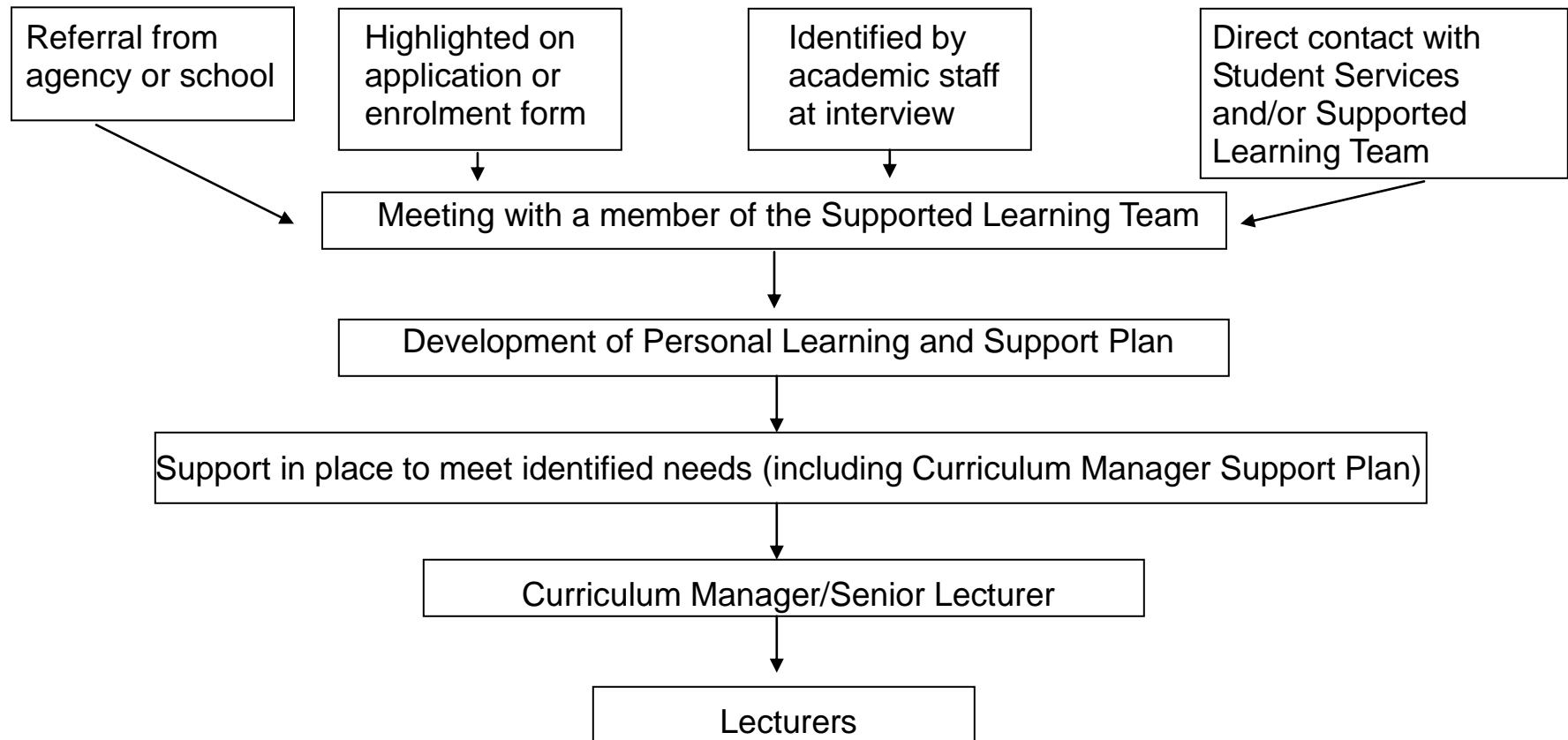
When you apply for support you will meet with a member of the Supported Learning Team.

During this meeting a Personal Learning and Support Plan will be agreed. This details the actions that will be taken to assist you while you are studying.

Support will then be put in place to meet your needs. A copy of this information will be sent to your Curriculum Manager.

Throughout your time at college we will continue to contact you and your curriculum staff to make sure the support is appropriate.

APPLICATION PROCESS DIAGRAM



★ Throughout this process there are continued links with curriculum staff and external agencies to ensure appropriate support is in place.

FINANCIAL SUPPORT

Information on funding is available in the "Financing your Education at Dundee College" booklet. You may be entitled to extra financial support, for example to purchase equipment, pay for interpreters or help with additional transport costs.

Any member of the Supported Learning team will be able to offer you advice and assistance in applying for the appropriate funding.

Students on Non-Advanced Courses (Introductory, NQ and Access Programmes)

Additional Support for Learning Allowance

If you are on a full-time or part-time programme of study you may be entitled to additional funding for equipment through the Additional Support for Learning Allowance. A member of the Supported Learning team will assess your needs and make recommendations for equipment.

They can also refer you to our Assessment Centre if they feel an in-depth assessment of your needs is required.

All recommended equipment will be bought with funding from the college FE Bursary fund.

Any equipment which costs less than £500 will remain your property. Any equipment which costs more than £500 will be loaned to you but will remain the property of the college.

Travel Costs

If you are on a full-time non-advanced programme of study and you require a taxi to get to college, this will be paid as part of your bursary funding. You will require a doctor's letter stating you need a taxi.

If you already receive funding through the motability scheme, you may receive a top-up of funds if required.

If you are a part-time student you can apply for support with travel costs, including taxi costs through the college discretionary fund. Application forms are available from Advice Centres.

Students on Advanced Courses (HNC/D, Degree and Post Graduate Programmes)

Disabled Student Allowance

If you are a full or part-time student on an advanced level programme you can apply for additional support through SAAS. The Disabled Student Allowance (DSA) comes in three parts:

- The basic allowance is a yearly allowance of up to £1725 to buy any small items of equipment you might need. (Part-time students can apply for up to 50% of this allowance)
- The allowance for large items of equipment covers the whole programme of study. The types of equipment paid for include personal computers, PDAs, loop systems etc. The maximum you can apply for is £5160.
- The non-medical personal help allowance is for programme-related personal help such as:
 - Readers for people with sight difficulties
 - Sign language interpreters
 - Lip speakers
 - Note takers
 - Some transcription costs

The maximum you can apply for is £20,520 (Part-time students can apply for up to 50% of this allowance)

How to apply

Contact any of the Supported Learning Team who will assist you with completing the DSA application form. To qualify for this support you need a professional assessment of your needs through the college Assessment Centre. We will organise this for you. Please note that this process can take a long time and we urge you to apply as early as possible.

Travel Costs

You can apply to SAAS for additional transport costs. You will need to send proof that your disability means you cannot use public transport. You must give details of the additional costs with competitive estimates where possible. SAAS can arrange to pay the provider eg taxi firm, direct, with your written agreement.

You will have to pay the first £159 of any travel costs yourself.

Disabled Students and State Benefits

As a disabled student, you may get benefits. This depends on your age, level of programme and whether you are studying full-time or part-time.

The college operates a Passport to Learning scheme which allows individuals over 18 who are in receipt of benefits to study on a part-time basis up to a maximum of 15 hours per week. Usually you will be able to study part-time and continue receiving your full benefits.

If you are a full-time student you may be able to continue claiming certain benefits and have your fees paid either through SAAS or Bursaries. Please contact a Student Adviser to discuss your circumstances in more detail.

DISABLED PARKING

There are reserved parking spaces on all college campuses. You must apply for a permit by contacting any of the Advice Centres. At Constitution Campus you will also require a key fob which will be issued with your permit.

PARTNERSHIP MATTERS

Dundee College works in partnership with the following agencies:

- Dundee City Education Department
- Dundee City Social Work Department
- NHS Tayside
- Skills Development Scotland – Careers Service
- Dundee City Council, Employment Unit

Each agency in the partnership aims to provide useful and agreed levels of support to enable students with additional support needs to overcome barriers to learning and benefit from education and training at Dundee College.

The roles and responsibilities of each of the partners in providing support for students is outlined in full in the Partnership Agreement document.

In Summary:

- Dundee College is in the main, responsible for the provision and funding of educational support.
- Dundee City Council Education Department is responsible for the funding and support of children and young people who are enrolled in Dundee Schools and who attend Dundee College for aspects of their curriculum; also in the case of December school leavers, attending as an alternative to school based education.
- Dundee City Social Work Department is responsible for the funding and provision of personal care support assessed as a need whilst attending college.
- NHS Tayside is responsible for funding the provision of health care support assessed as a need whilst attending college.

- Skills Development Scotland is responsible for the funding and provision of careers advice.
- Dundee City Council Employment Unit helps students with disabilities, who are beyond school leaving age, move into sustainable open employment.

For further information on the partnership contact:

Kate Coffield
Supported Learning Team Leader
Student Services
Constitution Campus
Constitution Road
Dundee
DD3 6TB
Tel: 01382 834908

ASSISTIVE TECHNOLOGY ACROSS COLLEGE

The college can provide you with equipment to assist you with your learning. The following computer software is available:

Learning Centre and Libraries

Texthelp - Read and Write

This is designed to support students with essay and report writing by :

- Converting text to speech
- Predicting words

This software is particularly useful for students with dyslexia.

Mind Genius

A mind-mapping package designed to allow students to visually plan and organise their work.

CCTV

Closed capture television for use by visually impaired students.

Supported Learning Rooms

Texthelp - Read and Write

Text to speech and word prediction software.

Inspiration and Mind Manager

Mind mapping software

Omni-Page

Scanning software

Units of Sound

Multimedia spelling and reading programme

Dragon Naturally Speaking

Voice recognition programme

Some Supported Learning rooms also have:

ALP

Adult Literary Programme

JAWS

Computer Screen Reader

Zoomtext Level 2

Computer Screen reader and magnifier

USEFUL CONTACTS

Advice Centres

Constitution Campus	Tel : 01382 834910
Kingsway Campus	Tel : 01382 834844
Melrose Campus	Tel : 01382 834940
Graham Street	Tel : 01382 834910

Funding

Non advanced courses

Dundee College Bursaries Unit	Tel : 01382 834870
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Advanced courses

Student Awards Agency for Scotland www.saas.gov.uk	Tel : 0845 111 1711
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Students from England www.studentsupportdirect.co.uk	Tel : 08456 077 577
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Students from Wales www.studentfinancewales.co.uk	Tel : 0845 602 8845
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Students from Northern Ireland www.studentfinancenl.co.uk	Tel : 0845 600 0662
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State Benefits

JobcentrePlus

www.jobcentreplus.gov.uk

Dundee	Tel : 01382 373000
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Arbroath	Tel : 01241 446600
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Forfar	Tel : 01307 452800
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Perth	Tel : 01738 412900
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CPAG

Child Poverty Action Group in Scotland

www.cpag.org.uk

General

Skills Development Scotland

www.skillsdevelopmentscotland.co.uk

LEAD Linking Education and Disability

www.lead.org.uk

Employment Unit

Dunsinane Avenue, Dundee, DD2 3QN

Tel: 01382 828180

www.dundee.gov.uk/employmentunit

Skill Scotland

National Bureau for students with disabilities

www.skill.org.uk

Info service: 0800 328 5050 (Monday to Thursday)

Equality and Human Rights Commission

www.equalityhumanrights.com

Specific Disabilities

Physical disabilities

www.sensescotland.org.uk

Hearing Impairment

www.rnid.org.uk

Visual Impairment

www.rnib.org.uk

www.rnib-online.org

Mental Health difficulties

www.samh.org.uk

www.breathingspacescotland.co.uk

www.sensescotland.org.uk

Specific Learning difficulties
www.dyslexia.com

Autistic Spectrum Disorders
www.autism-in-scotland.org.uk
www.nas.org.uk