

# ADULT TRAINING NETWORK DDA (DISABILITY) POLICY

Adult Training Network (ATN) is committed to expanding and improving its provision for adults and young people with disabilities and/or additional learning needs.

ATN aims to provide accessible, supportive and effective opportunities for lifelong learning. To achieve this, ATN will seek to do the following:

- To meet the needs of clients by providing access to and opportunity for development, achievement, progression and employment
- To achieve continuous quality improvement and raise standards
- To increase and widen participation in lifelong learning for all parts of the community
- To create welcoming, safe, supportive, high quality inclusive learning experiences and environments accessible to all learners

This statement provides brief details of what you can expect from ATN.

Please contact any of the following if you would like more detailed information and/or an opportunity to visit the ATN.

<b>Name</b>	<b>Area of responsibility</b>	<b>Telephone</b>	<b>Email</b>
Sarjeet Gill	Director with responsibility for inclusion – enquiries for those with special requirements.	020 8574 9588	sgill@adult-training.org.uk
Gaurav Sharma	Outreach Officer-Southall site– students with learning difficulties and/or disabilities. All general enquiries on admissions and enrolments.	020 8574 9588	gaurav@adult-training.org.uk
Kamaljit Kaur	Regional Manager West London – (Hillingdon site)– students with learning difficulties and/or disabilities. All general enquiries on admissions and enrolments	020 8561 3131	kamaljit@adult-training.org.uk
Sarjeet Gill	Director with responsibility for inclusion – enquiries for those with special requirements at ATN Hertfordshire.	020 8574 9588	sgill@adult-training.org.uk
Queen Joshua	All general enquiries on admissions and enrolments at ATN Hertfordshire.	079 0811 5281	queen@adult-training.org.uk

## Access to ATN sites

All ATN sites are accessible for people with disabilities although there are a small number of limitations due to the age and design of ATN sites.

There is chair lift access to the Hillingdon site. Access to the other sites is via the stairs due to the age and design of the leased buildings.

Please do not be too concerned at the outset about access. If appropriate the ATN will try to move a course to a room or other area which you can access. Alternatively, or in addition to moving the location of a course ATN will consider providing a support assistant.

How to find us and the courses available ATN is based on a number of sites in the London area. This is a summary of the courses available at ATN.

Address of site	Course areas
Triangle Centre, Unit 4 399, Uxbridge Rd, Southall, Middx, UB1 3EJ Tel: 020 8574 9588	The following courses/programmes are available on this site including: ICT, ESOL, English and Maths, Administration, Skills support for the unemployed, Skills support for the workforce, information advice and guidance and job brokerage.
1 <sup>st</sup> Floor, Warley Chambers Warley Road Hillingdon UB4 0PX	The following courses/programmes are available on this site including: ICT, ESOL, English and Maths, Job search advice/guidance and job brokerage
G26/F25 Business and Technology Centre Bessemer Drive Stevenage SG1 2DX	Adult Skills Programmes

## **Supporting people before and during their time at ATN**

ATN will work with the student (and, as appropriate, the ATN site and/or carer) to identify their particular individual needs. The support can be provided in one or more of a number of ways including the following:

- Individual support within the classroom (e.g. communicators, note takers, carers and readers)
- One to one support sessions and group support sessions
- Literacy, Numeracy and language support

## **Supporting students with equipment**

ATN has some equipment available to help you get the most from your time as a student and specialist equipment will be purchased which meets individual specific needs.

Course materials will be enlarged and/or produced in colour if helpful.

ATN will provide appropriate computer tables, chairs and tables which are appropriate to individual learners.

If you need a specific piece of equipment (or indeed, any other form of support) the ATN will try and provide this from within the available funds.

## **Support for examinations**

Students with disabilities may need additional support or specialist arrangements during examinations or assessments.

The major awarding bodies have their own policies. The arrangements must be agreed with the examination board well in advance. ATN will make the necessary arrangements although it is important that as much notice as is practicable is given to ATN so that we can meet your individual needs.

The arrangements for supporting a student during examinations or assessments can include the following

- An amanuensis (writer)
- A reader
- Additional time
- Braille
- Enlarged print papers
- Use of a computer
- An individual room with a separate invigilator

## **Enjoying your time at ATN**

As well as attending a course and gaining experience and possibly a qualification, we hope that you enjoy your time at ATN.

All students participate in an induction programme so that, for example, they know their way round and can find the facilities at the centre. The induction programme will cover what you can expect from the ATN and what is required from you during the time that you are a student.

When helpful to the learner, an individual induction programme can be provided to supplement the standard programmes so that you understand the arrangements for emergency evacuations, first aid, personal care facilities and local food and refreshment facilities.

## **Travel**

The ATN will provide advice on getting to and from ATN.

ATN may also be able to give you a grant from the Learner Support Fund (LSF) which you could use towards the costs of transport.

If you have your own car let us know in advance. Subject to the nature of your disability we will try to provide a reserved space.

## **Confidentiality of information**

ATN will respect your wish to keep your personal information confidential. However, to try to meet your specific needs it will be necessary to share appropriate information with appropriate staff. This will be done sensitively.

## **What happens if everything does not work out as planned?**

The staff of the ATN will try to address issues as and when they arise and anticipate them where practicable.

If you experience any difficulties during your time ATN, please discuss them with a member of staff. If, having done this, you are not satisfied you will have access to the ATN complaints procedure. All students should receive a copy of the Induction Pack which includes a wide range of information including a summary to the complaints arrangements. If you wish to make a complaint you should contact the site managers/coordinators at the site where you are studying. If you would like, a member of staff will help you make the complaint. This will then be investigated and, where practicable, the issue will be addressed. You will be kept informed of the action taken by the College.

## **Letting the ATN know what you think**

We value feedback, both good and not so good. That is how we can build on our strengths and improve the services available to students and the wider community.

During your time at the ATN there will be various opportunities to make known your views via surveys and simply by just talking to staff.

## **And finally**

We hope that you wish to attend ATN. If you would like more information now or in the future please do not hesitate to contact us. We will be delighted to hear from you.

Reviewed on 14th Sept 2018

Date of next review: 1<sup>st</sup> April 2019

Reviewed by S Singh Gill

Designation: Managing Director