

Specialists in construction education and training



Disability Statement

Leeds College of Building delivers a comprehensive range of high quality learning opportunities related to construction and the built environment



Information for learners with learning difficulties and disabilities

We want you to know that we have many ways to help you to be successful in your chosen course. We look forward to working with you and supporting you.

Contents

Our policy	pg 3
Who is your first point of contact	pg 3
Admissions Arrangements	pg 3
Education Facilities and Support	pg 4
Examination Arrangements	pg 5
Physical Accommodation and Access	pg 5
Complaint Procedure	pg 6



If you find the words on this documents are too small then ask our staff for a copy with larger print. Other versions of this document are available on request in standard and alternative formats. Please contact our Equality & Diversity Officer on 0113 222 6000.

Our Policy

The College will ensure that all learners will be treated as individuals in their own right. We want to remove any barriers to learning which may be worrying you. We will discuss your concerns and look at how we can help you to overcome any disability, learning difficulty or additional learning need. We want you to achieve your personal, employment, training and educational aims and facilitate integration into the full range of mainstream courses as far as is reasonably practical to do so.

You will find that we have many helpful support systems in place to help you. They are described below.

We still have more things to do and we are planning new improvements to help you further. The most important thing to remember is that all our staff are ready to give advice and support at any time; they look forward to working with you.

Who is my first point of contact?

The Student Services team will be happy to talk to you and refer you to the appropriate specialist tutor or worker.

Telephone: 0113 2226002
Fax: 0113 2226001
Minicom 0113 2226002

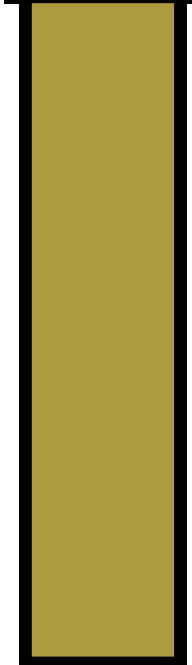
Email: Info@lcb.ac.uk

Post Student Services
Leeds College of Building
North Street
Leeds
LS2 7QT

There are many people in the College who may be involved in providing support for you. They will be happy to speak with you. You are welcome to come and visit us at the College to have a look around Just get in touch!

Admissions arrangements

We aim to give the best possible guidance we can provide to every student, on entry and pre-entry. An assessment of your previous records, together with your own self assessment and any additional requirements will be taken into account to ensure that you are provided with the support that you



need. The Student Services Manager, has responsibility for admissions and guidance.

Full time courses

Complete the application form and remember to tick the box to show that you may need support if you have a disability or learning difficulty. You can obtain application forms from the Student Services team. We will be able to help you to fill in the form. Please ask us.

Part time courses

Information about part time courses can be found in the part time course prospectus. Please contact the Student Services Team if you would like a copy.

Please let us know if you have any support requirements so that we can discuss your needs with the appropriate person.

Students are strongly encouraged to disclose a disability or learning difficulty so the College can make adjustments to accommodate your needs and provide appropriate support to enable you to complete your studies.

Educational facilities and support

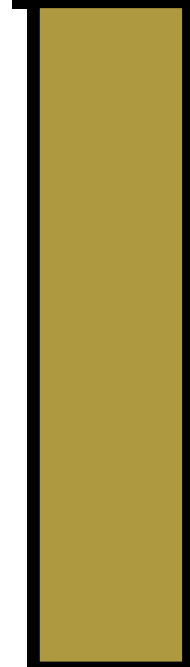
When you start your programme of study, a further assessment will take place to enable us to identify any support that may be required with literacy or numeracy. A learning support programme will be customised to suit your needs and, if you require additional support, trained staff will work through the programme with you either on a one to one basis or in group support work. Wherever possible, we will provide and fund the support you may need.

The Learner Support Unit consists of Additional & Basic Skills support. We have a Skills for Life Co-ordinator and a team in each Division with specialists in:

- Numeracy/ Maths & Literacy
- I.T. Skills
- Dyslexia Screening & Teaching Methods
- Behavioural support

The Learner Support Unit also provides classroom support and a Learner Support Assistant is available to work with groups or on a 1:1 basis. Within the workshop environment technical support is available.

Skills for Life lecturers have access to a variety of paper & computer-based



resources including:

- Basic Skills Assessments
- Diagnostic Assessments
- Basic Skills activities
- Tablet P.C. laptops – with voice recognition/writing to text/notebook
- Portable Reading Pen – dyslexia friendly
- Tape Recorders/Digital Recorder
- ‘Maths Net’ and ‘Word Bar’ computer packages
- Web-based resources & interactive sites

The Learning Support Unit strives to offer an individual programme of support to learners with a variety of difficulties & disabilities and actively promotes an environment that encourages learners to declare them.

Examination Arrangements

We want to help you get the support you need when you take your examinations. It may be possible to gain written permission to have academic standards varied or adjusted, so that signers, readers or writers or specialised equipment can be present in the exam room. A separate room can be used if appropriate. Up to 25% extra time allowed in some circumstances. It is important that we know about any special arrangements or considerations that you may need in order for us to contact the examination board in relation to the request. Your course tutor and the Examinations Manager will make the necessary enquiries on your behalf and provide you with the appropriate information.

Physical Accommodation and Access

There is currently full access to all floor facilities at the North Street site including Reception, Admissions, Library and Student Services and full access to all levels at Millwright Street, Parkside Lane, RISE, Stourton Link and Lockwood Way buildings.

Loop systems are fitted in the Lecture Theatre, Reception, Student Services, Library, Finance and Admin Offices and also the Committee room.

A portable loop system is available for use by students. If you require any further help or information please contact Student Services on 0113 222 6002 or the Equality and Diversity Officer on 0113 222 6000 .



Emergency evacuation

We have trained staff to assist you in the event of a fire alarm. Your lecturer or support personnel will have identified your need and will alert the appropriate personnel to assist in safe evacuation. A special evacuation chair is available.

Complaints Procedure

If you have a concern about any aspect of a course or about any of the services offered by the College you may complain and it will be taken seriously. In the first instance, it may be possible for a tutor or Faculty Manager to resolve the matter in a satisfactory manner, or you may prefer to contact Student Services or the Equality and Diversity Officer.

All formal complaints are recorded, acknowledged and investigated as soon as possible. Every stage is kept as confidential as possible. If you are not satisfied with the outcome of any complaint you should contact the Principal in writing.

Copies of the complaints procedure are available from Student Services, Reception and details are outlined in the Student Planner.

