



WBTC Disability Statement

WBTC will actively comply with the spirit of and implement all legislation relating to disability. WBTC provides specialist advice, guidance and resources to improve access for learners with learning difficulties and/or disabilities to learning and training programmes.

WBTC's policy is to provide support and advice to learners with learning difficulties and/or disabilities to enable them to access the programme and services. This includes enabling appropriate learners to participate in full-time or part-time programmes to gain the maximum benefit from their participation.

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

- Assessment of the learner's ability prior to selecting an appropriate programme of learning. This includes basic skills and functional skills. Other assessments can be provided including learning styles and occupational preference.
- Other specialist assessments for specific learning difficulties include dyslexia, dyscalculia and occupational assessments.
- Provision of appropriate services and their implementation is identified during the assessment process to enable the learner to maximise their ability on programme.
- Provision of on-going support to the learner during the programme.
- Provision of on-going support and advice to staff working with the learner.
- Reasonable adjustments will be made wherever possible.



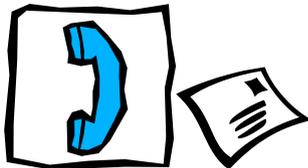
Equal Opportunities

It is the Policy of WBTC to recruit learners from a wide range of backgrounds and, as far as possible, to ensure the elimination of bias and discrimination in its treatment of learners.



Physical Access and Transport

We are committed to the continued improvement of physical access throughout the premises and to this aim; our ground floor facility is accessible. We do however recognise that some areas of WBTC can be inaccessible to those with mobility or sensory impairment. We will attempt to meet individual access or other requirements whenever possible. In addition we require the same of our employers and subcontractors working with us. A specialist transport facility is available to those with physical limitations.



Staff Contacts

If you wish to contact WBTC in the first instance speak to your assigned Training Co-ordinator noted on your Individual Learning Plan, (ILP) or alternatively you can contact:

- Mikaela Collins - Director of Training



Specialist Facilities

Here to help - Each year WBTC works with learners with learning difficulties and disabilities. These learners are encouraged to make a preliminary visit to WBTC to familiarise themselves with WBTC's environment. We request learners requiring special support to complete the appropriate section on the application form to indicate to us that they may have special requirements. However, we appreciate this is not ideal for every need, so, where needed, we sometimes provide support on a one-to-one basis too. We will respect our learners need for confidentiality and will work in agreement with you to support your need.

We are an inclusive training provider which means we believe in all learners being taught in mainstream classes. However, one-to-one learning support is offered to help learners 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 lending of laptops, specialist software, dictaphones, spellcheckers and conference folders for the hard of hearing. Help can also be in the form of assessment/delivery for and of, learning support, note-takers, amanuenses, interpreters (if English is not the first language), sign language and Braille conversion where appropriate.



No Cost To You

There are **NO** charges for specialist equipment, learning materials or supportive services that enable learners to succeed on our Programmes.



Examination Arrangements

WBTC has experience in making special arrangements to make the examination process as easy as possible for learners with learning difficulties and/or disabilities. It is important that learners inform WBTC of any requests for such assistance at the earliest time, as the process may take some time, and we will make an application on your behalf. In some cases specialist external assessment may be required.

Special arrangements can include:

- Extra time - could be between 25% - 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
- Other



Complaints Procedure

It is the policy of WBTC to provide a fair and sympathetic complaints service to its learners, customers, visitors and subcontractors. If you feel that your application has not been treated properly or fairly, then you should write to the Director of Training.

If you are currently studying at WBTC you should discuss the problem with your Training Co-ordinator. If appropriate your Training Co-ordinator will refer to WBTC's complaints procedure.



Any Questions?

We hope that we have answered all your queries but if there is anything you'd like to ask or any areas that we haven't covered in this statement - please contact us, we'd like to know as it improves our services and we'll be happy to help.

Policy Links

Equality and Diversity Policy
Complaints Procedure
Harassment Policy
Learners Charter

Key to Location & Access to links

- ♣ Systems and procedures guide
- ▲ Personal Company guide
- * Web site

WBTC will provide copies of policies or documents on request if not issued as part of the users involvement.

A Braille version of this document is available on request.