



## **DISABILITY POLICY**

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<i>REVIEWED BY:</i>	<i>DIRECTOR</i>
<i>NEXT REVIEW:</i>	<i>AS REQUIRED</i>
<i>POLICY LEAD:</i>	<i>ADMINISTRATIVE COMMITTEE</i>

### **ADMINISTRATIVE COMMITTEE MEMBERS**

**DIRECTOR  
ACADEMIC COORDINATOR  
ADMISSIONS OFFICER  
STUDENT WELFARE OFFICER  
ADMINISTRATOR**

# **Disability Policy**

## **Overview:**

Metro College of Management Sciences encourages participation in its learning programmes by all sections of the community and the industries it serves. Metro College of Management Sciences will, as a matter of policy, try to ensure that students with learning difficulties and/or disabilities are able to follow a programme of study most suitable to his/her needs with appropriate support. This support will be monitored, reviewed and changed as necessary.

On interview and on admission to the College, students will be entitled to receive the commitment outlined in the College policies and an assessment of any further help and support needed which relates to disability. If appropriate, the College will seek professional help in deciding the level of disability and the level of further help and support required as identified during induction and throughout the course of study.

In terms of access, a student with a disability will be entitled, if appropriate, to an identified parking space and to have home to College transport arranged if the assessment of the disability indicates that this is required, (this is only when mobility support is not financed from other sources).

Metro College of Management Sciences will try to ensure that access to teaching rooms is appropriate and relocate teaching areas if required. We will also ensure that, where possible, all areas of the campus are accessible and, where this is not feasible, ensure that alternative arrangements are made and that support and assistance is provided whenever this is possible.

***This Disability Statement complies with The Education (Disability Statements for Further Education Institutions) Regulations 1996.***

Metro College of Management Sciences is committed to responding to individual student needs and has made resources available to ensure that prospective students have access to individual guidance when they come into contact with the College. The College is keeping the policy and its implementation under review to ensure that appropriate support is given to students so they can achieve the learning goals which were identified at the beginning of their course, or re-negotiate other appropriate learning outcomes within the duration of their course.

The College's Equal Opportunities Policy Statement for the College's clients also states the College's commitment to ensure that no student receives less favourable treatment on the grounds of any physical or other disability.

## **Admission Arrangements**

Initial enquiries about courses and applications are dealt with by the Admissions Officer, who will arrange an interview. Applicants who are aware they have specific needs are strongly recommended to outline them at this stage so that appropriate arrangements can be made.

The College is committed, wherever reasonably possible, to meet the needs of all students in order that they can gain access to and make progress on, the course(s) of their choice. Where adjustments to the College educational environment are required,

the College will make every effort to do so, provided this is achieved within resource constraints. Where this is not possible, outside assistance may be sought to try and ensure barriers to entry are minimised.

All students will have an individual interview regarding their course/programme of study to ascertain areas where they may require additional support. During this process, assessment will take place to ensure that:

The student's expectations are fully discussed and analysed, their needs understood and assessed

The proposed learning programme with Metro College of Management Sciences is considered to be in the student's best interests and that they would not be better provided for elsewhere

The College facilities and resources are sufficient to meet those needs  
Educational Facilities and Support

### **Curriculum Support - Additional Learning Support for all Students**

On entry to College, all students starting their first year undertake appropriate initial assessment. Support is then agreed and provided as required by a member of staff.

### **Equipment and Technological Support**

All applicants for courses are considered on their aptitude, experience, qualifications and ability. It is the aim of the College that students with any disabilities are enabled to benefit from, and be successful on, the range of educational provision offered by the College. Students are encouraged to participate in all aspects of College life. However, there are limitations to access on certain areas of the campus.

The College will assist students in the use and storage of special equipment that they may have and will help students, where possible, in obtaining equipment. In addition, the College has some equipment and adaptations to facilities that may be of use to students with physical/sensory disabilities, whether in general areas of the College or related to specific vocational areas.

### **Staff Expertise in Teaching and Supporting Students with Disabilities**

All members of staff are made aware of the needs of disabled persons and specialist training is provided as appropriate. There is a team of staff who have expertise in working with people with learning difficulties and disabilities.

### **Other Educational Support (e.g. additional assistance from sign language communicators or communications support workers, etc.)**

Additional assistance can be arranged, and this could include the assistance of a sign communicator, a communications support worker, a note-taker and mobility assistance, amongst others. Early contact with a member of the Learning Support team is recommended to ensure sufficient time is available to determine the student's requirements and make the necessary arrangements.

Students with visual impairment are supported by the RNIB Support Officer who is available for student and staff advice and support; those students with hearing impairment are supported by the Stockport Deaf Association, who will attend initial interviews with the student and prepare an assessment which outlines the student's support needs to enable appropriate funding and support to be provided.

## **Arrangements for Examinations/Assessment**

The College can approach the various Awarding Bodies who may ask for evidence of an appropriate assessment. Examples of arrangements that could be made include extra time, an amanuensis, a reader, a tape recorder for recording answers, a separate room, etc. Notice should be given wherever possible at the commencement of the course so that these arrangements can be formalised. The nature of the arrangements is based on the particular circumstances of the student and is subject to the rules of the Awarding Body.

## **Recruitment and Selection**

The College will take steps to raise the awareness of disability issues throughout the organisation, particularly targeting those staff involved in recruitment. The College will develop effective policies for the recruitment of disabled people and will review and develop recruitment and promotion procedures which will encourage applications from people with disabilities, key steps of policy include quoted on the Job Centre Plus website:

- “to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities
  - to discuss with disabled employees, at any time but at least once a year, what both parties can do to make sure disabled employees can develop and use their abilities
  - to make every effort when employees become disabled to make sure they stay in employment
  - to take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work
  - to review these commitments each year and assess what has been achieved, plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans”
- *taken from the five commitments to being ‘positive about disabled people’*  
[http://www.direct.gov.uk/en/DisabledPeople/Employmentsupport/LookingForWork/DG\\_4000314](http://www.direct.gov.uk/en/DisabledPeople/Employmentsupport/LookingForWork/DG_4000314)

## Retention

MCMS will ensure that staff who become disabled remain in their own jobs, before other alternatives are considered.

On a discretionary basis, newly disabled staff will be offered leave during which time expert help will be sought on equipment, adaptations and/or training required from the local Placing Assessment and Counselling Team and other appropriate organisations/agencies. Where redeployment is considered appropriate the newly disabled employee will be given appropriate training/retraining.

## Links with External Organisations and Voluntary Bodies which Provide Support

The College has extensive links with the following external organisations:

- Health & Social Services
- Special Schools
- Relevant support and guidance agencies
- Stockport Deaf Association
- RNIB
- Stockport Lifestyles
- Stockport Dyslexia Association
- Stockport Careers Office (Learning Partnership West)
- Manchester Link Group
- Department of Employment and Education
- NHS Trust
- Learning Partnership North

### Note:

If there is any issue which is not clear in given policies, please contact for more information at:

### Birmingham Campus

- a. Postal Address: Admin Department, Metro College of Management Sciences, Metro House, 416 High Street, West Bromwich, Birmingham, B70 9JR
- b. Tel: 0121 553 7613
- c. Fax: 0121 500 6290
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## **Manchester Campus**

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