

## **Quality System**



## **Policy Number**

SEN002

## **Policy Title**

Additional Learning Support Policy

## 1. Introduction

- 1.1 NC Group are committed to actively promoting equality of opportunity ensuring that all learners reach their learning potential and achieve success on an appropriate course of study.
- 1.2 We aim to provide sensitive advice and guidance to all learners prior to entry to raise aspiration and to assess any additional needs in a timely and comprehensive manner. Learners are encouraged to disclose their needs at all stages of the learner journey. In all instances this will be handled in the strictest of confidence.
- 1.3 We use a range of strategies to design an appropriate and flexible support programme to reduce significant barriers to learning. We regularly review the impact of our interventions to ensure that available funding is used to the best effect and impacts positively on learner achievement.
- 1.4 It is recognised that barriers to learning can be caused by physical, mental, social, emotional, and language factors.
- 1.5 Learners are supported to develop insight into personal barriers and develop strategies and skills that will encourage them to become independent learners.
- 1.6 This policy therefore applies to pre-entry, induction, on programme activity and assessment

## 2. Purpose and Objectives

- 2.1 The purpose of this policy is to ensure that all learners achieve their learning potential and understand their entitlement to support.

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### 3. Responsibilities

- 3.1 Overall strategic management of the Additional Learning Support Policy is the responsibility of the Quality Team reporting to the Senior Leadership Team (SLT) on a monthly basis.
- 3.2 Any learner recruited or interviewed will complete Initial Assessments and it is the responsibility of the appropriate Trainer/Assessor to design an Individual Learning Plan to meet the need of the learner with the assistance of the Curriculum or WBL manager.
- 3.3 The Additional Learning Support Policy will form part of NC Group’s Teaching, Learning and Assessment Strategy which will be reviewed by the Senior Leadership Team and reported to inform the Self-Assessment Report.

### 4. Coverage and Scope

#### 4.1 Disclosure and Confidentiality

In accordance with the Equality Act 2010 and the Equality and Diversity Policy, NC Group has a duty to support needs wherever possible, to make reasonable adjustments accordingly and to offer all learners equal opportunities.

Information on a learning need cannot be passed on to third parties without explicit informed consent from the learner.

If a learner requests complete confidentiality, then information cannot be passed from NC Group to external agencies from that point, unless there is a risk that the learner could harm themselves or others. It is acknowledged however that where a learner has disclosed a learning need, NC Group is deemed to be aware of their individual needs.

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## 4.2 Definition of Additional Learning Support

The term "additional support" simply means some kind of educational provision that is over and above (or significantly different to) the education normally provided to learners.

Additional support is provided in order that learners with additional support needs can benefit from an education which is directed to the development of the personality, talents and mental and physical abilities of that learner to their fullest potential.

## 4.3 Identification of Need

- At each stage of the Learner’s Journey, learners are encouraged to disclose any learning needs.
- It is made clear that this will not affect their chances of being offered a place on a course.
- Every effort is made to make use of pre-entry information provided by schools or agencies in a timely manner to support effective enrolment and induction and to impact on retention and achievement.
- Assessment of Functional Skills and neurodiversity takes place during the Initial Assessment and the results are used to inform the Individual Learning Plan.
- At any stage of the learning journey a learner can refer themselves for support.
- Assessor staff may also identify a potential support need and ask for a referral for their learners.
- ALS can be allocated against the following ILR fields

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## 5. LLDD and health problems

- 1 Emotional/ Behavioural difficulties
- 2 Multiple difficulties valid until
- 3 Multiple learning difficulties valid until
- 4 Visual impairment
- 5 Hearing impairment
- 6 Disability affecting mobility
- 7 Profound complex disabilities
- 8 Social and emotional difficulties
- 9 Mental health difficulty
- 10 Moderate learning difficulty
- 11 Severe learning difficulty
- 12 Dyslexia
- 13 Dyscalculia
- 14 Autism spectrum disorder
- 15 Asperger's syndrome
- 16 Temporary disability after illness (for example post viral) or accident
- 17 Speech, language, and communication needs
- 93 Other physical disability
- 94 Other specific learning difficulty (e.g. dyspraxia)
- 95 Other medical condition (for example epilepsy, asthma, diabetes)
- 96 Other learning difficulty
- 97 Other disability

## 6. Provision of Support

- 6.1 Once a learner's need has been identified, the SENCO in liaison with the trainer/Assessor confirms the additional learning that will take place to support the learner (see appendix 1 for process of reporting and support provided)
- 6.2 Support strategies include: Ensuring that teaching is differentiated in terms of times and delivery methods and learning materials are inclusive Provision of additional learning support on a discrete basis Provision of assistive

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equipment or adaptations where appropriate Coping strategies and awareness resources available.

- 6.3 The SENCO will identify:
  - 6.3.1 Start date of the ALS
  - 6.3.2 End date of the ALS
  - 6.3.3 Frequency and level of support

## 7. Staff Training

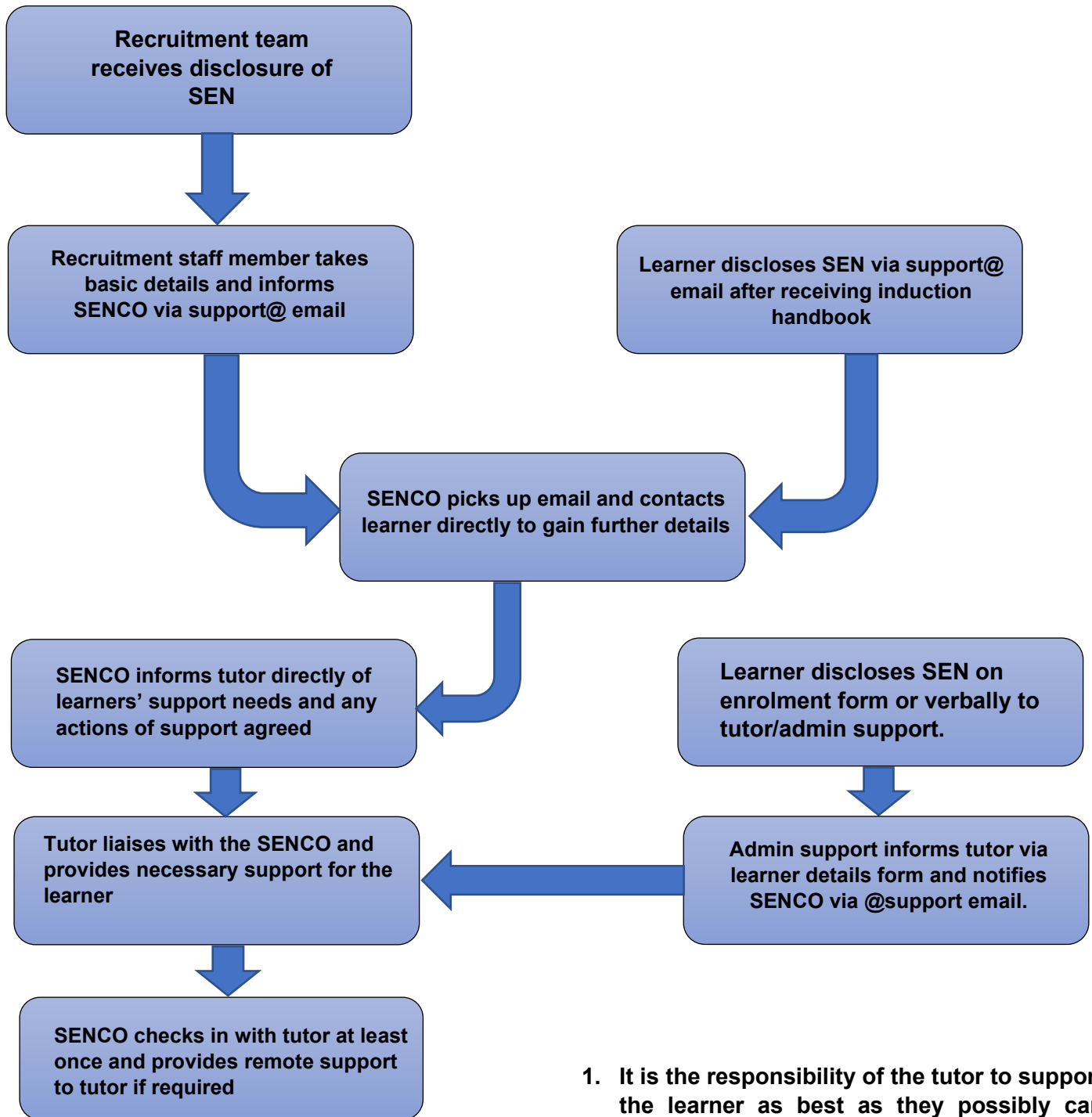
- 7.1 NC Group are committed to ensuring that all teaching and support staff are appropriately trained and that teaching practice/strategies are inclusive.
- 7.2 We are committed to ensuring that all lecturing staff are aware of their responsibilities and can integrate inclusive learning into their own delivery.
- 7.3 NC Group will provide information for staff in a range of media and will ensure that training is available on a regular basis.

## 8. Quality and Monitoring

- 8.1 The policy will be reviewed on an annual cycle.
- 8.2 Quality audits for ALS will be carried out by the Business Support Team. These will be reported to the Senior Leadership teams on a monthly basis as part of the Key Performance Indicators.
- 8.3 Learner feedback will be gained through student surveys and internal departmental observation processes.
- 8.4 Effectiveness will be measured through analysis of the retention and achievement rates of learners who have accessed support and feedback from the learners and staff

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Appendix 1.



1. It is the responsibility of the tutor to support the learner as best as they possibly can within the classroom.
2. NC will make all *reasonable* adjustments to support learners with additional needs.
3. Not all disclosures of additional needs should/will require a referral to the SENCO

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### 9. Record of policy changes / amendments

Section	Note of changes	Revision Date	Person Responsible