

**Approval Date & Version:** March 2020, Ver. 3.7  
**Approved by:** Academic Board (AB)  
**Next Review Date:** January 2022

**External Reference Points:**

External Source	Reference Points
UKQC- Core Practices	<ul style="list-style-type: none"> <li>The provider supports all students to achieve successful academic and professional outcomes.</li> </ul>
UKQC- Advice and Guidance	<ul style="list-style-type: none"> <li>Admissions, Recruitment and Widening Access</li> </ul>
Awarding Body Reference	<ul style="list-style-type: none"> <li>Programme Specifications</li> <li>London Met Academic Regulations (Section 1.2, 8.3)</li> <li>Pearson BTEC Recognition of Prior Learning Policy</li> </ul>
Other reference Points	<ul style="list-style-type: none"> <li>NCL Quality Assurance Manuals</li> <li>Student Handbooks/ Course Handbooks</li> <li>Access and Participation Plan</li> </ul>
	<ul style="list-style-type: none"> <li>Recruitment, Selection and Admission Policy</li> <li>Personal tutoring and Student Support Policy and Procedures</li> <li>Assessment Policy</li> <li>Teaching and Learning Policy</li> </ul>
	<ul style="list-style-type: none"> <li>Equality Act 2010</li> <li>Children (Leaving Care) Act 2000</li> </ul>

**1. Aims of the Policy:**

- 1.1. This policy aims to ensure that:
- 1.1.1. Students and staff are not discriminated,
  - 1.1.2. The College provides as inclusive access to all its stakeholders.
  - 1.1.3. The College conforms to the requirements of the Equality Act 2010 and all other relevant acts, laws and regulations.

**2. Policy:**

- 2.1. Nelson College London is committed to ensuring equality of opportunity for its students and staff.
- 2.2. Students and staff are treated with dignity and respect.
- 2.3. The College does not discriminate against individuals and it provides an inclusive environment for students, staff and visitors irrespective of their age, disability, gender, race, marriage or civil partnership status, pregnancy or maternity, race, religion, or belief and sexual orientation as outlined in Equality Act 2010.

- 2.4. Where needed, the College provides reasonable support, advice and resources to allow access for students with care- leaving background, learning difficulties and physical disabilities.
- 2.5. The College ensures that all students achieve their academic potential and that no student is unreasonably disadvantaged because of a disability when applying to and studying at Nelson College London.
- 2.6. Disabled students will as far as possible be assessed by the same criteria as all other students. The College will put in place reasonable adjustments related to disability for the disabled students to meet the required competency standard of the course.
- 2.7. Schemes and courses, their objectives, learning outcomes and competency standards, are designed in line with the obligation on the College to set no unnecessary barriers to access to higher education by any students including students with disability.

### 3. Students with Disabilities:

- 3.1. Students are advised to disclose any disability or learning difficulty as soon as possible, either on the application form or anytime thereafter, preferably prior to the enrolment on the course.
- 3.2. Students are required to provide supporting documentation of their disability.
- 3.3. Students must inform the College, if they need any support during recruitment process, in order to make reasonable adjustments for an interview or any other relevant skills tests.
- 3.4. The administrative/admission officials will consult Disability Officer, if a student has complex learning difficulties and disabilities, prior to offering a place on the course. The meeting will ensure that the College is able to meet the needs of a disabled student.
- 3.5. Students who have declared a disability on their application form will be invited by the Disability Officer prior to enrolment to discuss the support needed and to establish the facilities that the College can provide which will be made clear to the prospective student.
- 3.6. The outcomes of any discussions with the Disability Officer will be recorded in Student Learning Support Agreement (SLSA) plan, which will be stored in the student's confidential file.
- 3.7. The student's prior written consent will be taken to inform the relevant members of staff and/or external agencies of Student Learning Support Agreement (SLSA) plan.
- 3.8. The student can request to review the Student Learning Support (SLSA) plan at any time during the course.

#### 4. Examples of Adjustment:

4.1 A flexible approach to support disabled students will be made by considering one or more of the following arrangements. However, some students may require a combination of provisions. The list below is not exhaustive:

##### 4.1.1. Examination and Assessment arrangements.

- a. 25% extra time in an examination or reasonable extension in coursework submission.
- b. Individual examination room with a separate invigilator
- c. Identification of scripts or assignments by a coloured sticker, to ensure that students with specific learning difficulties are not penalised for typical dyslexic spelling and syntax errors.
- d. Assignment briefs or examination papers provided in alternative formats e.g. enlarged font, specific typeface.
- e. Provision of rest periods in excess of ten minutes per hour. Rest periods should be provided in addition to any extra time arrangements.
- f. Provision of an ergonomic chair, height adjustable desk, or other item of specialist equipment.
- g. Facility to record lectures;
- h. Extended personal tutorial hours.

##### 4.1.2. Physical Access and Facilities:

The College operates from premises which may not be fully accessible to staff and students with physical disabilities. The College has the following access:

- a) Limited ramp entrance to the buildings
- b) Lift access on all floors
- c) Accessible toilet facilities
- d) Nearby access to major bus and train routes

In the case of non-standard adjustments, a 'Disability Officer' will be involved in any discussions regarding adjustments to ensure that academic rigor is maintained and that the necessary resources are available

#### 5. Disabled Student Allowance:

5.1. UK students with a disability may be eligible for Disabled Students' Allowance (DSA)

5.2. Disabled Students' Allowances (DSAs) are paid on top of other student finances

5.3. Further information on the Disabled Students Allowance (DSA) can be obtained from:  
<https://www.gov.uk/disabled-students-allowances-dsas/overview>

## 6. Care- Leaver Support:

6.1.The College is committed to support students with a care leaver background to study and realise their ambitions. This may require them to provide a letter from their local council or care authority. The letter should confirm that they were under care of their local authority and have now left the care, as defined in the Children (Leaving Care) Act 2000.

6.2.The College may not be able to assess the types of adjustments required or put them in place, and entry may be deferred, if all the relevant documents and information is not provided, when requested in a timely manner.

### 6.3.Care –Leaver Support available at Nelson College London

6.3.1. A Hardship Fund

6.3.2. Additional Study Support

6.3.3. Guidance and Advice on availability of external support

## 7. Staff with Disabilities:

7.1. The recruitment and selection decisions are made on a basis of an applicant's ability to meet person specification and other essential criteria of the applied job role.

7.2.The successful applicant will be asked to declare disability during offer stage and if possible, the College will make reasonable adjustments as required.

7.3.If an employee becomes disabled during their course of employment, the College will provide reasonable adjustment and support.

7.4.Training and development opportunities will be available to all staff regardless of any disability.

7.5.With the employee's consent, the College will raise the awareness of disability amongst its staff

## 8. Access to work:

8.1. Access to Work is a Department of Work and Pensions scheme which helps people with a disability to start or remain in employment.

8.2.Applications must be made by the individual employee.

8.3.Employees can contact their Human Resource Officer or directly Access to work if they need assistance in completing the application.

## 9. Monitoring and Evaluation:

9.1.The ongoing overall responsibility of monitoring and review of this policy lies with the Equality and Diversity Committee. The policy will be reviewed annually to reflect best practices and current legislations.

9.2. The equality of opportunities in teaching, learning and working environment is regularly monitored and evaluated as follows:

9.2.1. The performance of the students (i.e. - Care Leavers, Disable Students) will be monitored by a 'Disability Officer' during term time.

9.2.2. The Disability Officer will report to the Academic Board about the disability arrangements and number of 'Student Learning Support Agreement (SLSA) plans.

9.2.3. The College will collect feedback from disabled students and staff to monitor the satisfaction rate of the support arrangements. If a student or a member of a staff is dissatisfied with the proposed arrangements, then he/she may contact the Principal.