

# **HIGHER EDUCATION AT KENDAL COLLEGE**

## **Disabled Student Allowance**

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## **DISABILITY SUPPORT AT KENDAL COLLEGE**

If you have a disability, long term health condition, mental health condition or a specific learning difficulty (SpLD), then reasonable adjustments and additional support are available to you when at university. You might not feel that you have a disability, or you dislike the term, but the adjustments and support available can make a real difference in helping you to achieve your goals. Disclosing a disability or health condition is not always easy. If you did not disclose on your application form, and would like support, contact the Learning Services Team. Students who access support have a wide range of disabilities and health conditions including:

- epilepsy, diabetes
- depression, anxiety and eating disorders
- dyslexia, dyspraxia and AD(H)D
- Asperger's and ASD

Let us know if you feel you are entitled to reasonable adjustments and extra support.

A member of our learning services team can meet with you to discuss your needs and help you apply for funding.

### **We can help you with:**

- Applying for DSA
- Your Learner Support Plan
- Your DSA entitlement
- Liaising with Student Finance about your DSA
- Accessing specialist services internally and externally of the College.
- Exam arrangements and reasonable adjustments
- Accessing Diagnostic Assessments

## **SUPPORT ON YOUR PROGRAMME**

Reasonable adjustments can be made to support you on your course and ensure you are not at a substantial disadvantage compared to your peers. Adjustments are based on individual requirements and evidence of need.

They can include:

- use of a computer or extra time in exams
- extended deadlines for assignments
- receiving hand-outs in advance of lectures
- use of coloured overlays in exams
- recording lectures
- borrowing equipment e.g. digital voice recorders
- alternative assessments e.g. a presentation rather than an essay

Arrange to see a Learning Services Tutor if you feel that reasonable adjustments should be made for you.

## **INCLUSIVE TEACHING AND LEARNING**

We are committed to providing an inclusive experience for everyone who studies at Kendal College. Teaching staff are involved in providing a range of inclusive practices, including innovative approaches to assessments and engagement with students on an individual basis to ensure that you get the best out of your time with us. If you have a concern about your programme you can contact your academic adviser/Personal Tutor in the first instance or speak to your Programme lead. In liaison with the Learning Support Team they will try to find a solution which best suits your needs.

## DYSLEXIA AND OTHER SPECIFIC LEARNING DIFFICULTIES (SPLD'S)

There is a range of support for students with dyslexia and other SpLDs which can include:

- 1:1 specialist tuition
- note-taking
- digital recorders
- special exam arrangements
- computer equipment and specialist software

If you feel that you may have dyslexia, or another SpLD, but you have not been formally tested, you should contact the Learning Support Team to discuss arranging a SpLD screening for you. A screening is an informal meeting in which we discuss your concerns and run through a screening checklist. If you show indicators of a SpLD, you may be referred for a full diagnostic assessment. Full diagnostic Assessments are carried out within the College by qualified specialist tutor holding a current Assessment Practising Certificate. Diagnostic assessments usually last around two to three hours and include a discussion about your concerns, answering questions about your background and a series of ability and literacy tests. The specialist tutor will write up the assessment and give you a report with their findings. The report may then be used to apply for DSAs . Diagnostic assessments cost £300. You may be eligible to a bursary towards this cost from your chosen University.

## DISABLED STUDENT ALLOWANCE (DSA)

Disabled Students' Allowances (DSAs) are the main source of funding for additional support at university level. They are non-means tested grants from the government and they do not have to be paid back. You can apply for DSAs through your main funding body, usually Student Finance England or the NHS.

You can apply for DSAs at any point during your time at university but the sooner the better because the process can take up to 14 weeks. DSA funded support will be put in place depending on your individual needs.

## The Type of DSA support on offer:

- digital voice recorders or note-takers to help you make the most out of lectures
- 1:1 specialist tuition to help you develop your academic skills eg proofreading or planning and structuring work
- a mentor to provide support academically, socially, emotionally or practically
- computer equipment and specialist software eg mindmapping software to help you express your ideas more clearly
- Text to speech software
- Library support assistant, to support you sourcing your books and reading material.

## THE DSA PROCESS

### Stage 1 – Application

#### Get your medical or Non-medical evidence

Medical evidence can be a letter from your GP or consultant, outlining your condition/disability and how it affects you. If you have a SpLD then you will need a post-16 report from a practitioner psychologist or a suitably qualified specialist tutor holding a current Assessment Practising Certificate. Contact the Learning Services Team to check if you have relevant medical or non- medical evidence

#### Complete a DSA form

Complete a DSA form from your funding body online or download a copy to complete. Send the form with your medical evidence to your funding body. If you need help completing the DSA form, please book to see a disability adviser. If you are a part-time student, make sure that you complete a DSA1 full form.

#### Receive eligibility notification

Your funding body should contact you by e-mail and through the post, telling you to arrange a needs assessment.

### Stage 2 - Book a 'needs assessment'

#### Book a needs assessment

Contact your nearest needs assessment centre and book an appointment. You can find details of your nearest assessment centre at [www.dsa-qag.org.uk](http://www.dsa-qag.org.uk)  
There is a centre on the Lancaster University campus

**Lancaster University Assessment Centre**  
Student Based Services  
Lancaster University  
Lancaster  
LA1 4YW  
Tel: 01524 592753  
Email: [assessmentcentre@lancaster.ac.uk](mailto:assessmentcentre@lancaster.ac.uk)

### **Attend the needs assessment**

You will discuss your support needs with an assessor. They will ask about your disability/ condition, previous support, your university course and what sort of support you will need. The needs assessor may demonstrate software to show you some assistive technology.

### **Needs assessment report sent to funding body**

Your assessor will write up a needs assessment report which will contain recommendations for support and equipment. After you've checked this, the report will be sent to your funding body.

## **Stage 3 - Getting support in place**

### **Receive entitlement notification**

Following your Needs Assessment you will receive a DSA notification of entitlement from your funding provider (e.g. Student Finance England). This confirms the support you have been awarded and who will provide this. Please check that Student Support have received a copy as without this we cannot arrange your Non-Medical Helper support.

### **Contact supplier to order Equipment**

If you are entitled to any equipment, you will need to contact the supplier to arrange delivery. The details of the supplier will be in the letter from your funding body. You will also need to organise your equipment training.

### **Receive support**

If you have been recommended Non-Medical Helper Support (NMH) support, such as 1:1 Study Skills Support, Mentor or Notetaker, this will be arranged by Learning Services team, if we have received your notification of entitlement

## Support

### Specialist SpLDs 1:1 Tutorials

Specialist SpLDs 1:1 tutorials are booked as indicated on your DSA Assessment report. At the first session your Tutor will ask you to read and both sign the Specialist 1:1 Tutorial Agreement. A copy will be given to you and a copy placed in your student file. You will then draw up your Learner Support plan, based on the guidance given in your DSA assessment report.

Specialist SpLDs 1:1 tutorials may cover:

- Developing a programme of learning strategies
- Time management and organisation
- Improving spelling, punctuation, grammar and sentence structure
- Planning assignments
- Critical Thinking
- Preparation for seminars or presentations
- Reading and research
- Proof reading skills
- Subject specific vocabulary development
- Note-taking
- Essay writing
- Mind mapping
- Revision and exam technique, etc.
- Understanding individual learning profile and how it relates to study
- Other strategies to mitigate the effects of SpLDs and support study as necessary.

Specialist SpLDs 1:1 tutorials do not cover:

- Support for subject areas
- Any advice or pastoral care not related to the support being given.
- Signposting to the appropriate service may be given as needed.
- Proof reading
- Checking of work of any kind outside of the support session.

**Students are expected to:**

- Arrive on time
- Take an active and responsible role in the learning process
- Bring relevant papers and handbook guides needed for the tutorial
- Notify their DSA specialist support Tutor, with at least 24 hours' notice of any intended absences.
- Sign the sessional Record Sheet as directed
- Set up a study schedule and to book further appointment in advance.

It is expected that students are committed to the programme and therefore attend all sessions. Where two sessions are missed, without adequate reason, the support will cease and the Tutor will inform the student in writing. The student can reapply at a later stage, but will be put in the queue and have to wait for the next available appointment. It is the student's responsibility to contact their DSA specialist support tutor to book an appointment.

**Specialist SpLDs 1:1 Tutors are expected to:**

- For DSA students, negotiate and agree with the student in the first week an Learner Support Plan (LSP) of strategies to be used.
- Keep an up to date Record Sheet on the student's progress
- Ensure the student and tutor have signed the tutorial Record Sheet

The purpose of providing specialist support 1:1 tutorials is to equip the student with strategies related to study and to develop transferable skills. Support will be carried out over a period of time and reviewed and evaluated termly by the Specialist SpLDs 1:1 Tutor.

## MISSED SESSIONS

If you are unable to attend a planned support session you are required to give 24 hours' notice. You need to inform your Specialist tutor in writing via email, stating the date and the reason for the missed session.

Missed sessions are monitored by Student Finance and this information has to be provided. If you miss three sessions during a term without giving the required 24 hours' notice your DSA will be suspended. You will be informed by Student Support that your DSA has been suspended and invited to a meeting to discuss further

Contact your funding body for more information on how to apply:

- Student Finance England:  
[www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)
  
- NHS BSA Student Bursaries:  
[www.nhsbsa.nhs.uk/students](http://www.nhsbsa.nhs.uk/students)

## LEARNING SUPPORT PLANS

Once you have disclosed a disability to the Learning Services Team we will produce a Learning Support Plan (LSP) for you, outlining your support needs. The LSP is sent on to your Programme lead and Course tutor, so that your support needs are taken into account within the delivery of sessions. The plan is reviewed at every 6 weeks.

It is always a best to talk to your tutors about any difficulties you are having on your course at the earliest opportunity, so that changes and additional support can be out in place. A member of the Learning Services Team is available to discuss your difficulties. Information is not passed to anyone outside of the Learning Services Team without your consent.

## PERSONAL EMERGENCY EVACUATION PLANS (PEEPS)

Personal Emergency Evacuation Plans (PEEPs) can be drawn up if you need support in the event of an emergency, for example you are unable to hear a fire alarm or have mobility difficulties. We contact students with epilepsy, sensory impairments and mobility issues to carry out PEEPs. The completed PEEP is then sent to the health and safety officer and relevant tutors. If you feel that you need a PEEP, but you have not heard from the Learning Support Team, then please get in touch.

## STUDY SKILLS SUPPORT

Study Development is available to all students at Kendal College to help you develop your academic skills. You can book 1:1 tutorial with a Learning Facilitator, based in the Learning Resource Centre to focus on key areas that you would like to improve. Learning Facilitator go through your planning process, your study strategies or your written work to offer advice and guidance.

You can also book on to group workshops that run throughout the year including:

- essay and assignment planning
- managing your dissertation
- critical thinking
- note-taking and mind mapping
- presentation skills
- Referencing
- paraphrasing and using quotations

To book a 1:1 tutorial or a place on a workshop, contact the Learning Resource centre contact Clair Haynes:

**T: 01539 814700**

**E: [clair.haynes@kendal.ac.uk](mailto:clair.haynes@kendal.ac.uk)**

## CONTACT DETAILS

To arrange to see a member of our Learning Services Team, or discuss your access or learning needs further please contact us:

**E: [Louise.Gregory@kendal.ac.uk](mailto:Louise.Gregory@kendal.ac.uk)**

**T: 01539 814700**