

YMCAfit Learning Support Guide

This document is for students:

- **With a disability that have completed a telephone or face to face interview with a member of the Learning Support Tutor Team or Sales Advisor Team.**

YMCAfit endeavour to support students that have indicated a disability. It is essential that the student has had contact with the Learning Support Team, **before** the course starts, if support or a reasonable adjustment will be required to ensure that all support is in place at the appropriate time.

During the course the Course Tutor will be available to discuss any additional barriers or needs that become apparent. The Course Tutor will put forward any appropriate recommendations to the Learning Support Team to assist the student in completing the course.

What we can do:

- Provide support and guidance for each individual student appropriate to the student's needs. Due to the diversity of students with a disability each student will be individually assessed on the suitability of each course they wish to attend. This assessment may take place over the phone or may require the student to attend an interview (informal)
- Meet or communicate with students to discuss their individual needs and any support that may be appropriate
- Arrange tours of venues, before booking a course to ensure the suitability of the venue
- Arrange access to a course, before a course starts, for ½ a day to ensure the students suitability to the format/content of the course. An informal interview would take place with the course tutor during this time
- Ensure that if a support or care worker is required to attend the course with a student, that both they and tutors are informed of the relevant procedures
- Sign-post to other internal teams (instruct-ability etc.) when appropriate
- Provide further information in "Directory of Signposting Agencies" document

Resources:

- Send resources in advance of face to face course
- Provide hearing loops
- Arrange access to eLearning (if applicable)



Assessments:

- Arrange reader/verbal/scribe support during theory assessments
- Agree extra time in a theory assessment
- Arrange breaks during theory assessments
- Agree extensions to hand-in dates
- Agree to defer assessments in advance
- Liaise with the Awarding Body to request permission for a reasonable adjustment to be made

What we cannot do:

- Provide assistive technology (Dragon etc)
- Provide or source funding for courses
- Provide or source funding for signers, scribes and /or support workers etc.