

## **Disability Statement, Combined Services; Universities of Exeter Cornwall Campus and University College Falmouth**

Information about provision for students with disabilities and additional learning needs

***Both the institutions of the University of Exeter and University College Falmouth are committed to providing an environment which promotes equality of access, celebrates diversity and creates an atmosphere of dignity and respect for staff, students and others associated with the institutions.***

***The institutions are committed to adopting the principles of equality of access for students with disabilities in order that they can take a full part in all aspects of University life.***

The following information formulates the Combined Disability Statement and indicates some of the policies the institutions adhere to and the provision available for students with disabilities.

The information provided here is available on Microsoft Word, RTF and Adobe PDF; alternative formats can be provided on request, including Braille or disk. Please contact the Disability Manager, Bev Aitcheson on 01326 370443 if this is required. E-mail: [Beverley.aitcheson@falmouth.ac.uk](mailto:Beverley.aitcheson@falmouth.ac.uk); Disability Service, Student Services, Tremough Campus, Treliever Road, Penryn, Cornwall, TR10 9EZ.

### **Disability service contact details:**

Disability Advisers: Mel Dove, Woodlane Campus, Falmouth 01326 213737 and Sophie Atherton, Tremough Campus, Penryn 01326 253629.  
Disability Manager: Bev Aitcheson 01326 370443. Fax: 01326 253650.

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## **Introduction:**

## **Our commitment:**

### **Students with Disabilities and Additional Learning Needs**

The Disability Service is committed to continuously improving and extending support and facilities to students with disabilities, and we provide a service which is customised to meet the needs of every individual using the service. In order that this commitment can be met, it is advisable for prospective students to contact the Disability Service directly in order to provide the necessary information. Currently over 400 students, with a range of disabilities are being supported across the two institutions which are located at Tremough Campus, Treliever Road, Penryn and Woodlane Campus, Falmouth.

## **Aims of the Disability Service:**

The Disability Service exists to meet the following aims:

- to enable students with disabilities to participate fully in university activities
- to act as a resource for staff and students
- to disseminate good practices and information

***To enable students with disabilities to participate fully in university activities we are developing an environment and providing support to ensure that students are not disadvantaged because of their disability.***

## **Objectives of the Disability Service are to:**

- involve and consult with disabled students on all aspects of their living and learning environment
- provide information, and liaise with other colleagues about any special arrangements for visits, interviews, and inductions on behalf of prospective students with disabilities
- advise and inform on sources of funding
- assist in applying for Disabled Students Allowance (DSA)
- provide access to a Technical Needs Assessor who can identify any technical/equipment needs and recommend equipment and enabling aids

- investigate ways to improve physical access to various sites
- work alongside staff to raise awareness of various disability issues
- liaise with external supporting organisations and authorities

### **Before an application is made:**

We are keen to encourage all prospective students and their families to visit us before they apply, so that the facilities and support that are available can be seen first hand. It is also important that we are informed of any disability a student may have so that we can make any adjustments to learning and teaching arrangements or prioritise accommodation needs. The more information which can be provided in advance will enable us to provide the best possible service prior to arrival and during the period of study.

It is a good idea for students to enquire about sources of funding to support study, prior to application or before commencement of study; this way students can be confident that their individual requirements can be funded where costs would otherwise have been incurred.

The institutions do not provide or arrange personal care support; therefore, if this is required prospective students will need to arrange this with their local Social Services prior to course commencement, where possible.

### **Applying for a place:**

When applying via UCAS, students will be asked to state whether they have a disability/impairment. It is very important that any disability is declared so that the institutions are able to take this into account in terms of making adjustments to learning and teaching, accommodation and/or the physical environment. It can take more time to put support in place retrospectively and the aim of the disability service is to ensure that students are not disadvantaged as soon as they arrive. Receiving information about a disability, such as a GP's letter/medical report in advance enables us to respond quickly and provide appropriate individual support. Please note, offers are made on academic merit without reference to disability (unless on the grounds of health and safety).

Students will be asked whether any special arrangements need to be made for interviews so that these can be accommodated.

Students will also need to advise us of any arrangements which will need to be made at Open Days.

At any point during the application process students will be welcome to come and visit either of the campuses at Woodlane or Tremough and/or to visit the Disability Service team.

## **Support available to students on arrival:**

### **Accessibility:**

Most areas of the campuses are accessible to all students. Corridors are wide, and at Woodlane there are reserved drop-off parking bays. The refectory has flexible seating to allow for wheelchair users. There are numerous toilet facilities, lifts and reserved parking bays for students with disabilities.

### **Car Parking:**

Car parking has been extended, and we are able to provide reserved spaces.

On both campuses there are wheelchair facilities, such as lifts, designated parking spaces and ramps and disabled toilet facilities.

### **Accommodation:**

There are specially adapted flats within the student residences. Personal carers can be accommodated.

The Disability Service can also provide support workers for students who require assistance with the physical aspects of their course. These supporters (or enablers) are sensitive to the issues for students with disabilities, and are funded from the individual student's Disabled Students' Allowance.

We also have a named contact within the library services who takes responsibility for supporting students with disabilities.

### **Examination arrangements:**

Some students will require special arrangements for examinations: these need to be discussed with us as soon as possible. If special arrangements have previously been made it would be helpful for us to know. We will, of course, require medical evidence of need, in order to be able to allow special arrangements to be made.

### **General support available through the disability service:**

- Advocacy and liaison with various departments as appropriate; e.g. learning and teaching staff, estates, accommodation, library services and technology staff
- Support in applying for Disability Students' Allowance and subsequent negotiations with LEA's as appropriate
- The Disability Service contracts a pool of Support Workers who are funded via individual student's DSA entitlements including Study Skills Advisers who can provide support in relation to study and Enablers for students who require assistance either with the physical aspects of their course and/or who require some pastoral support during the early part of their studies.

- Note-taking support can also be arranged when funded from the Disabled Students' Allowance

### **Support available for specific disabilities:**

#### **Dyslexia support:**

We offer a dyslexia screening programme for all first-year students, using computer software that also diagnoses a student's preferred learning style.

Many students have found this information informs their approach to learning. Assessments are carried out on the Tremough, Penryn and Woodlane, Falmouth campuses for the convenience of students.

We are able to offer the following services to students with dyslexia.

- Diagnostic assessments undertaken by a suitably qualified person
- Technical assessments and assistance in applying for Disabled Students' Allowances
- Specialist dyslexia tuition
- Specialist IT tuition
- Library assistance
- Help with literacy skills from the Academic Support Unit

The Disability Service can provide specialist dyslexia tutors who are qualified teachers, experienced in supporting students with dyslexia. These tutors assist students with organising their written work, and with research.

#### **Dyspraxia support:**

Students who think they may be dyspraxic and have not previously been diagnosed or received support should make an appointment to see a Disability Advisor for a simple screening. If the Advisor thinks a student may be dyspraxic, they will recommend a full diagnostic assessment with an educational psychologist. This can be arranged on campus. The appropriate support can then be organised.

#### **Support for D/deaf students:**

Hearing dogs will be welcome on the campuses

Loop systems are available throughout the campuses

Lip readers and signers are available via DSA

Modified telephone points located in student residences

Amplifiers are installed at reception areas

### **Support for students with visual impairments:**

Guide dogs will be welcome on the campuses

Notes can be provided in a variety of formats

Note-taking support is available via DSA

Speech synthesiser available (Read and Write)

Customised IT access

Facility to provide information in Braille

### **Mental Health support:**

We are keen to promote the mental health and well being of all our students and can offer support through our counselling service and we are able to refer students to Mental Health support services via the Penryn surgery whose nursing staff visit the Tremough Campus on a weekly basis.

### **Mobility Impairment:**

To assist those who are mobility impaired, we have provided various facilities on the campuses, including:

- Accessible parking

- Toilets accessible to wheelchairs

- Accessible facilities such as the refectory, library, teaching rooms, etc.

- Support workers who can assist with the physical aspects of a student's course

### **Financial Support:**

Students are advised to consider their funding options at the earliest possible opportunity. Students who have a disability may be eligible for Disabled Students Allowance (DSA). This is not dependent on income or age and can be used to cover the costs of aspects connected to study which would include assistive technology, IT, study skills or enabling support, specialist equipment or other costs incurred in making arrangements for study related to disability.

Students wishing to apply for DSA must approach their local education authority (LEA). Further information can be obtained from the booklet 'Bridging the Gap' which is available in various formats via the LEA or by contacting 0800 731 9133.

Students are also able to apply for funding through the Access to Learning Fund (ALF) whereby items not covered by DSA may be funded. Students facing hardship can apply for this funding via the institutions. However, in order to qualify for ALF, students must be in receipt of a student loan.

### **International Students:**

Whilst international students are not eligible to claim Disabled Students Allowance it is important that we are advised of any disability on the application form so that we can make appropriate adjustments or arrangements for study.

### **Confidentiality and Data Protection:**

The Disability Services Office operates with a confidentiality policy, and no third party will be informed of any person's circumstances or given any information relating to their disability without permission.

The Data Protection Act (1998) requires us to observe new legal provisions to safeguard the rights of students and related data. The Act requires us to inform parties as to what personal data is collected and the purpose for which it is collected.

Students using the service will be asked to sign a consent form in order that we may collect, store, and, in some circumstances, share information about them. Students may choose to limit disclosure of information at the time of signing this form.

Any concerns regarding confidentiality can be discussed with a member of the Disability Services team who will be happy to advise on this issue.

Policies, guidelines and legislation which support this statement include:

Disability Discrimination Act, 1995, DDA amendments 1996, 2002, Disability Equality Duty 2005; Special Educational Needs and Disability Act 2001, QAA for students with disabilities.

### **Quality Assurance mechanism:**

The Disability Service sends a questionnaire annually to students and changes will be made according to feed-back. Students are actively encouraged to give feed-back throughout the year. Issues related to disability are represented via the Diversity and Equality group and involvement with people with disabilities will also be facilitated through the various Disability Equality Scheme forums and the resultant outcome based action plan will be used to inform changes which the institutions need to consider making. There are disability representatives in some of the departments with a view to recruiting more.

Should students have any complaints about the institutions' services or in relation to staff or students they should refer to the student regulations, complaints procedure which is located on the institutions' intranet sites.

**Other student support services:**

Within Student Services, we provide a range of services to students which are easily accessible to students on both campuses; there is a careers service with careers guidance, a comprehensive careers library and job search facilities; the counselling service is open daily offering booked and drop in sessions. There is also a welfare adviser who can provide impartial advice on sources of funding, accommodation or other issues.

Contact: Woodlane 01326 213735 or Tremough 01326 370460.

*In order to keep abreast of current disability issues and changes in legislation, UEC takes advice and guidance from NADO (National Association of Disability Officers), SKILL (National Bureau for Students with Disabilities) and the Disability Rights Commission. We are in the process of forging links with the Employer's Forum on Disability.*

**National Disability Support Organisations:**

**British Dyslexia Association** 98 London Road Reading Berkshire RG1 5AU  
Web: [www.bda-dyslexia.org.uk](http://www.bda-dyslexia.org.uk) Helpline: 0118 966 8271

**Department for Education and Employment** Student Support Division 1  
Room 215 Mowden Hall Staindrop Road Darlington DL3 9BG

Web: [www.dfes.gov.uk](http://www.dfes.gov.uk)

Tel: 0800 731 9133 for free copies of their publications or 01325 392822 for information on Disabled Students' Allowance

**Disability Rights Commission**

Freepost MID 02164

Stratford-upon-Avon

CV37 9BR

Tel: 08457 622 633 08457 622 644 (text phone)

Promotes civil rights for disabled people. Publishes the Code of Practice: post-16 education and related services, which describes the application of the Disability Discrimination Act (1995 and subsequent amendments).

**National Disability Team** Maurice Foss Building Coventry University Priory  
Street Coventry CV1 5FB

Tel: 024 7688 7818

The NDT manages and co-ordinates projects to enhance disability provision in 50 higher education institutions in England and Northern Ireland.

**National Union of Students (NUS)**

Nelson Mandela House 461 Holloway Road London N7 6LJ

Web: [www.nus.org.uk](http://www.nus.org.uk) Tel: 020 7272 8900

**Quality Assurance Agency for Higher Education** Southgate House  
Southgate Street Gloucester GL1 1UB

Tel: 01452 557000

Reviews the quality and standards of UK higher education by auditing the way in which each university and college manages the overall quality and standards of its provision; and by reviewing academic standards and the quality of teaching and learning in each subject area. Publishes the Code of Practice on Students with Disabilities.

**Royal National Institute for the Blind (RNIB)** 105 Judd Street London WC1H 9NE

Tel: 020 7388 1266

**Royal Association for Disability and Rehabilitation (RADAR)**

Unit 12 City Forum 250 City Road London EC1V 8AF

Web: [www.radar.org.uk](http://www.radar.org.uk)

Tel: 020 7250 3222

**Royal National Institute for Deaf People (RNID)**

19-23 Featherstone Street London EC1Y 8SL

Tel: 020 7296 8000

Web: [www.rnid.org.uk](http://www.rnid.org.uk)

Minicom: 020 7296 8001

**SKILL (National Bureau for Students with Disabilities)**

Chapter House 18-20 Crucifix Lane London SE1 3JW

Tel: Information Helpline: 0800 328 5050

Web: [www.skill.org.uk](http://www.skill.org.uk)

Minicom: 0800 0682422