

Procedures Manual

DISABILITY STATEMENT

Purpose University Studies at West Suffolk College is committed to promoting equality of opportunity and endeavouring to ensure that it meets the needs of disabled people which includes specific learning needs. It positively welcomes applications from people with disabilities and proactively takes steps to provide an environment in which people feel able to disclose a disability.

Scope This applies to applicants to, and students on, all courses offered by University Studies at West Suffolk College.

Principles

University Studies at West Suffolk College encourages you to disclose disabilities and any other relevant information so we can make reasonable adjustments and provide you with information that could support your studies, and improving access with an inclusive and equitable learning environment. We recognise that disclosure may be difficult and would like to reassure you that we will treat the information relating to your disability you provide as sensitive personal data.

Confidentiality

1. Information that you disclose to staff about your disability will generally only be shared with other staff once we have your explicit consent and only to the extent that this is necessary to put support in place and make the reasonable adjustments that you require.
2. At your request only the required adjustments, and not the nature of your disability, need be communicated to others; and if there is no requirement for any adjustments and you do not wish for staff to be made aware of your disability, then there would be no need to communicate to others any information that you disclose.
3. Only in exceptional circumstances (for example, if there is risk to you or others) would it be necessary to disclose to others within and outside of the College details of your disability without your explicit consent. Should a situation like this occur, reasonable steps would be taken to seek permission from you where practicable before any information is shared.
4. Disability data will be used on an anonymised basis for the College's equal opportunities monitoring requirements and will be included in the completion of statistical returns to external bodies such as the Higher Education Statistics Agency (HESA).

Disclosure

1. You will be asked to disclose any disabilities and invited to discuss related needs when you apply and when you register as a student. This will be handled in a secure, sensitive way.
2. Listings of applicants and students who have disclosed disabilities are prepared for staff with designated responsibilities for disabled students so they can contact you to discuss any specific adjustments that you may require.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
May 18	Lisa Hunt		1	May 19			1

Procedures Manual

The College will take proactive steps to promote the work of the Student Support team to all students, however it is your responsibility to make contact with staff in the team should you wish to discuss support or adjustments.

3. Once you have made contact, the Disability Adviser will agree with you a Reasonable Adjustments which will specify your requirement which the College will provide for. You will be asked in that context to sign a Disability Disclosure Statement to specify the level of disclosure you consent to.

4. Whilst it is your responsibility to decide what the College knows about your disability, for some students who are undertaking programmes of study in professional disciplines, disclosure is a requirement of the accrediting professional body which provides a statutory licence to practise and University Studies at West Suffolk College must comply with this requirement. It is therefore important that all such applicants and students respond fully to the disclosure request.

5. If you choose not to disclose your disability during admissions or registration you can still disclose subsequently at any stage during your studies to the University Studies Office, Student Support Team or Academic staff.

Choosing University Studies at West Suffolk College

6. To help you make your decision about where to study, we recommend that you visit University Studies at West Suffolk College. If you are unable to attend a general open day, you can arrange an individual visit. If you live too far away to visit, please contact the HE Support Tutor to discuss support.

7. If you are invited to interview and need reasonable adjustments, please contact the University Studies Office so we can make arrangements.

8. Once you have been offered a place, more information will be sent to you about how to contact a member of the Student Support Team so that you can discuss specific study arrangements. In addition, you can discuss any arrangements that may ease your transition into higher education.

Reasonable adjustments

9. Individual support arrangements will be discussed at a confidential meeting with the Disability Advisor. The outcomes will be recorded on a Reasonable Adjustment Agreement form. The Disability Advisor will share this agreement with relevant staff only with your express consent to enable the support to be put in place.

Disabled Students' Allowance

Funding may be available through Disabled Students' Allowances (DSA) which may fund a range of support measures, for example: specialist equipment, assistive technologies or non-medical help.

- English students should apply for DSA through [Student Finance England](#)
- Northern Irish students: [Student Finance NI](#).
- Scottish students: [Students Awards Agency for Scotland \(SAAS\)](#)
- Welsh students: [Student Finance Wales](#)

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
May 18	Lisa Hunt		1	May 19			1

Procedures Manual

Further Information

You can discuss any concerns about disclosure of disability with the Student Support Team on 01284 716542 or the Head of University Studies on 01284 716356.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
May 18	Lisa Hunt		1	May 19			1