

Quality Procedures and Policies	CEN-005	Issue Number	4
		Issue Date	October 2022
Accessibility Arrangements		Originator	PH
		Amended by	PH
		Approved by	PH

1. Scope

This statement is for students who require access arrangements, those who have learning difficulties, their families and carers or significant others, such as social workers. It sets out information and policies relating to access arrangements.

A large proportion of the SETA building is occupied by fully equipped workshops with a comprehensive range of engineering machinery, welding, metalworking and cutting equipment. This type of area is not included in the current Equality Act 2010, however SETA will make all reasonable adjustments to avoid substantial disadvantage to any student or potential student who require access.

2. Relevant Policies

The following policies are maintained as part of SETA Quality Management System. Copies are available to students and can be obtained from the Centre Compliance Manager. If a large print version is required, this can be provided:

- *CEN-008 - Equality, Diversity and Inclusion*
- *LER-001 - Recruitment, Selection and Initial Assessment*
- *LER-002 – Induction*
- *HS-004 - Risk Assessment*
- *LER-004 - Discipline and Disciplinary*
- *COM-001 - Satisfaction Survey*
- *HS-001 - Health and Safety*
- *STF-006 - Whistle Blowing*

SETA aims through these policies and procedures to encourage students with access needs or learning difficulties to achieve full participation. However, there may be occasions where, due to the nature and layout of the business premises, this cannot be fully achieved.

A full survey of the business premises has been carried out and changes introduced to improve access. Further improvements will be made whenever opportunities are presented.

3. Admissions Arrangements

Leaflets describing all courses are available. To obtain details please contact SETA's main line on (023) 8077 1908, or e-mail info@seta-training.co.uk

Admissions arrangements for all students are the same. You will be offered a confidential interview to help you choose an appropriate course to meet your individual requirements. You may be asked to attend an aptitude test, if this is appropriate for the course you select.

You must advise any specific requirements that you may have at this time. This will allow the level of your support requirements to be assessed and help identify whether any special equipment or access requirements will be necessary.

Links with schools and other agencies are maintained and developed to ensure good lines of communication and a smooth transition is achieved.

4. Education Facilities and Support

We will discuss your requirements with you at regular intervals to ensure that you are progressing and to identify any educational and social factors that may affect your studies. If appropriate, we will involve parents or other people who have a responsibility for your welfare.

Support will be provided to students with learning difficulties. Notes will be provided in large print, if required.

Appropriate arrangements will be made for examinations. These may include extra time, provision of readers and/or scribes. We will apply, on your behalf, to the examining board for any special arrangements. You will need to provide medical or psychological evidence of disability to send to the exam board.

5. Complaints and Appeals Procedures

Any problems can be reported to any member of staff. If the problem cannot be resolved, formal procedures are available.

6. Key Staff

- *Chief Executive Officer*
- *Chief Operating Officer*
- *Centre Compliance Manager*
- *Engagement Services Manager*
- *Designated Safeguard Lead*

7. Transport

Assistance with travel between home and SETA can be claimed from your local council if you meet certain criteria. A form and further details are available from your local council.

8. Funding

It may be possible in some cases for SETA to claim additional funding from the Learning and Skills Council for students who have disabilities or learning difficulties and who require support or help to enable them to follow their chosen course.

9. Physical Accommodation

SETA is located in two buildings which have been adapted to provide ground floor access to wheelchair users and car parking arrangements. Several classrooms are situated at first floor level, and although there is no access to these facilities for wheel chair users or for people who find stairs hard to climb, SETA will accommodate classes and facilities at ground level at any given opportunity.

Both SETA buildings have dedicated toilet access arrangements, including an alarm system to alert the Site Services Technician in the building at First Avenue.

10. Review

This document will be reviewed by the Centre Compliance Manager and the Engagement Services Manager every 3 months, or as and when new Health and Safety legislation is introduced or amendments are released.