

Inclusive Learning Policy 2022-2023

Our Vision: To create and target opportunities that connect our residents and learners with high-quality jobs, qualifications and supports our businesses, to raise the level of skills for life, work and wellbeing.

Waltham Forest Adult Learning Service is part of Employment Business and Skills (EBS) in Waltham Forest Council. We are the council's provider of choice for courses, training, connecting people to job opportunities and supporting LBWF businesses.

1. Introduction

Waltham Forest Adult Learning Service aims to create an inclusive learning environment that enables individuals to access and participate fully in learning and achieve success on a fair and impartial basis. We aim to offer support for particular needs and requirements of all sections of the community. This policy outlines the provision we offer to enable an inclusive environment for learners with additional learning needs. Information about the support we may be able to offer is available in the prospectus, on the website, at information and enrolment sessions, from reception and any member of staff. A full course prospectus is published once a year and is available from any of our centres, libraries, supermarkets, local retail outlets, cafes, restaurants and at many council events across the borough. To book onto a course learners can visit or call one of our main learning centres or come to one of our information and assessment sessions. Venue details, dates and times are available in our prospectus or on the website. Some courses can be booked directly online; others may need an assessment before enrolment.

2. Inclusive Learning in Waltham Forest Adult Learning Service means adopting a whole service approach which ensures effective assessment of individual needs, planning to meet the needs of individual learners and providing appropriate teaching, learning opportunities and support for learners.

2.1 Disclosure

All learners have the opportunity to disclose any additional needs on the enrolment form. Learners are able to discuss any support needs before, during or after enrolment.

Any special examination requirements will be considered in relation to the awarding body's regulations (eg, JCQ – Joint Council for Qualifications). Reasonable adjustments may include:

- Specific learning difficulties – additional time based on processing speed assessment, colour paper.
- Visual Impairment – exam papers in large print.
- Hearing impairment – BSL Interpreters.
- Medical Needs (evidence will be required) – additional time, rest breaks.

All disclosures are treated confidentially.

2.2 Physical access to site facilities

Learners attending courses held at our two main sites may find the following facilities:

- Level entrances
- All classrooms accessible by lifts
- All corridors accessible for wheelchair users D
- Disabled toilet facilities on all floors
- Cafeteria accessible to wheelchair users

Satellite venues not owned by the council are also audited for accessibility.

3. Access Arrangements for Examinations

Learners are encouraged to disclose any additional needs for access arrangements at the earliest opportunity possible, so as to ensure the Exams Team have sufficient notice to make the necessary arrangements.

Under current JCQ regulations we are unable to accept third party reports for processing speed. The Adult Learning Service holds processing speed assessment sessions twice in any one academic year, with the external SENCO, which are by prior arrangement with the Learning Support Officer.

4. **Our vision** is to create an inclusive and stimulating learning environment which is accessible, meets the needs of individuals and enables learners to achieve success and fulfil their potential.

5. Our objectives are to:

- Create an inclusive, accessible learning environment.
- Provide learning programmes and support that meet the needs of individual learners and enable them to achieve success.
- Promote inclusion and equality of opportunity and remove barriers to learning.

6. We will achieve these objectives by:

- Providing clear and accessible information on Waltham Forest Adult Learning Service provision.
- Offering a programme that provides access to a range of learning opportunities.
- Supporting learners in accessing information and enrolling on courses.
- Identifying and accessing individual needs of learners in a sensitive way.
- Supporting and encouraging learners to disclose issues that may affect learning.
- Providing appropriate additional support for learners, including learning support assistants, communicators and assistive technology.
- Ensuring that lesson planning and teaching strategies reflect the needs and abilities of individual learners.
- Working in partnership with local groups and services to engage new learners from under-represented groups.
- Reviewing accommodation in line with DDA requirements.
- Providing training and support for all Waltham Forest Adult Learning Service staff.
- Providing opportunities for learners to give their views on their learning experience.

7. Waltham Forest Adult Learning Service has a statutory duty to promote equality under the following legislation:

- The Race Relations Act 1976 and Race Relations (Amendment) Act 2000.
- The Sex Discrimination Act 1975 and Equality Act 2006.
- The Disability Discrimination Acts 1995 and 2005.
- The Public Sector Duty and Equality Act 2010.

8. Contribution to equality and diversity will be demonstrated by:

- Increasing the numbers of learners with a learning difficulty and/or disability on Waltham Forest Adult Learning Service courses.
- Providing appropriate support for learners to achieve.
- Improved achievement rates for learners with additional support needs.
- Increased participation by under-represented groups.

9. Evaluation of progress will be by:

- Monitoring participation by under-represented groups.
- Monitoring learner achievement.
- Seeking feedback from learners and from local groups and services working with under-represented groups.
- Reviewing learning programmes and support services through self assessment.
- Monitoring and evaluating the impact of additional support.

Appendix 1

Support and equipment available for learners with disabilities and learning difficulties as at August 2022.:

Item	Type
BigKeys LX	Big Key Keyboard
Logitech Marble Mouse	Ergonomic Ball Mouse
GoldTouch Split Keyboard	Ergonomic Split Adjustable Keyboard
Dell Keyboard yellow/black	Keyboard with Large Fonts/Colours
Dell Keyboard white/black	Keyboard with Large Fonts/Colours
GEEMARC Keyboard	Keyboard
BigKeys LX	Big Key Keyboard
Joystick Mouse Type 1	Tilt Joystick Mouse
Joystick Mouse Type 2	Ergonomic Joystick Mouse
Comfort/Audio Contego 800	Loop
Contacta Portable ILPL20	Loop
Sony Recorder	Voice Playback System
Phillips Recorder	Voice Playback System