

Disability and Support Policy

At Stanfords Training Ltd, we are committed to creating an inclusive learning environment that supports the individual needs of all learners. We welcome applications from students with physical or learning disabilities, medical conditions, or mental health challenges. We believe in fair treatment for all, and every effort is made to ensure equal access to the opportunities we provide.

We encourage you and your families to visit us, meet with academic and pastoral staff, and discuss your needs in a supportive setting. You can book a "Tour and Talk" session via phone or through our website.

Admissions and disclosure

We invite all prospective students to complete an application form, which includes an opportunity to disclose any disabilities or support needs. Being open about your needs helps us to plan and provide the most effective support from the start.

We encourage early disclosure so that we can:

- Prepare an appropriate support plan in advance
- Involve relevant staff and agencies
- Ensure a smooth transition into training

Induction and Initial Support

All learners will be invited to one of our frequently held Induction courses. During induction, you will have the chance to meet with a member of our Learning Support Team to discuss any specific needs in more detail.

In the first half-term, a member of Student Services will follow up to ensure:

- Your individual needs are identified
- Your teachers and tutor are fully informed
- Appropriate support is in place
- External agencies are involved if necessary

On-Course Disclosure

While we encourage early disclosure, we understand that some learners may not disclose a need until after they have started their course. If this occurs, we will initiate the same support process described above as soon as we are informed.

Learning support and available services

- All learners have a Personal Tutor who maintains an overview of your academic progress, emotional health, and wellbeing. They are your first point of contact if you need help or advice.
- Special arrangements during examinations and assessment are implemented by the Learning Support team, in close collaboration with the Examinations Officer.
- We can arrange support with professional counsellors, a welfare officer, or a wellbeing coach. These services are available to help you manage personal or emotional challenges.
- Subject-specific teachers and staff in the **Learning Zone** are available to support with general academic skills, including reading, writing, and time management.
- Learners may be required to attend a weekly session in the Learning Zone. This is a great opportunity to complete independent work and access the support available in the zone.

Physical Access

We strive to ensure our facilities are fully accessible:

- All teaching rooms are wheelchair-accessible
- Accessible toilets are available on the first floor
- Lifts are provided for students with mobility needs

We are here to support you every step of the way. Please don't hesitate to let us know how we can help—whether during application, at induction, or once your course has begun. Your success, wellbeing, and independence are at the heart of what we do.

Policy Date: 01/08/24

Next Review Date: 01/08/25



Signed:

M Sowe (Director - Stanfords Training)