



STUDY SUPPORT
PROVISION
QUALITY SUPPORT FOR YOUR LEARNING



East Berkshire College

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Michaela Emmett

National Diploma in Music

“So far I have really enjoyed the course. I have met many new musicians, learnt a lot and had great fun. The staff are very friendly and helpful.”

Michaela is progressing on to the second year of her music course.

Mission Statement

To continue to help to make East Berkshire College a fully inclusive institution by appropriately identifying and establishing the study support needs of all its learners. Also to be responsive to the needs of all potential learners.

Our aims and objectives

Overall aims

- To help all learners achieve their full educational potential
- To provide a wide range of effective and high quality study support services
- To work in partnership with other agencies and to offer external services where appropriate
- To broaden the range of learner groups participating in Further Education.

Objectives

- To ensure that the study support needs of learners are appropriately diagnosed
- To ensure that all learners are assessed where necessary
- To ensure that learners have access to the appropriate type and level of support
- To ensure that all learners receiving one-to-one and small group support are interviewed, have an individual study plan and benefit from schemes of work and target setting
- To record and assess the progress of all learners receiving one-to-one and small group support through weekly study records, reviews and termly reports
- To encourage learners to take responsibility for their own study
- To maintain a quality assurance system and lesson observation programme for study support
- To continue to review, update and provide a range of staff development activities for both study support staff and curriculum staff.

Introduction

The aims of the Study Support department are:

- To provide a fully inclusive learning environment for all learners and staff, and to help all learners achieve their full educational potential
- To provide a wide range of effective and high quality study support services
- To broaden the range of learner groups participating in Further Education.

We carry out an assessment process for new learners to ascertain study support needs. Our role is then to make sure we are providing the best possible service at the right level for all learners. Learners can receive help on an individual basis, in a small group or in class. Specialist assessments are available if required and this may lead to application of support strategies and access arrangements for examinations.

We support:

- All levels of deafness
- Physical difficulties
- Autistic spectrum disorders
- Second language difficulties
- ADD/ADHD
- Medical conditions
e.g. cerebral palsy, epilepsy, diabetes, hydrocephalus etc.
- Sight loss
- Dyslexia and dyspraxia
- Asperger's syndrome
- Mental health difficulties
- Study skills
- Emotional and behavioural difficulties

Study Support staff promote access to lifelong learning. Learners are encouraged to improve confidence in their abilities, take responsibility for their own study and improve their literacy and numeracy skills in order to succeed in their course.

How to get our help

If you think you will require help from Study Support, get started by telling us what you need before you come to the College. We can then advise and work with you to plan the support that we can provide.

You can do this by:

- Ticking the appropriate box(es) on the enrolment form
- Informing the tutor who interviews you for your course
- Informing your personal tutor or course tutor
- Contacting Study Support directly on 01753 793207.

We will:

- Contact you and, if necessary, arrange an interview in Study Support
- Discuss reasonable adjustments to our provision to fit with your learning
- Work with you to organise an individual Study Support plan
- Review and change your support plan, if needed, during the academic year.



Justin Atkins

National Diploma in Art and Design

“The staff are really friendly and help me cope with my dyslexia, which is helpful for all areas in my life and for when I go to university.”

Justin has been given an unconditional place at university.

Support for learners with dyslexia and dyspraxia

If you are a learner with dyslexia or dyspraxia, or you think you might be, Study Support can offer you advice and support on your course. If applicable, we will organise an educational assessment in order to apply for access arrangements for examinations.

How we support you

If required, you will be supported, in class or individually, by one of our experienced and friendly staff who will:

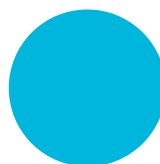
- Reinforce and review learning as delivered by the lecturer
- Encourage and motivate with constructive feedback
- Assist in identifying learner preferences
- Identify your learning style
- Promote and reinforce self-esteem.

We can also help you with:

- Study skills
- Planning assignments and presentations
- Spelling strategies
- Reading techniques
- Expressing yourself clearly
- Mathematical skills
- Organisational skills
- Assistive technology, including speech recognition software.

Access arrangements for exams can include:

- Extra time
- Separate room
- Supervised rest breaks
- Reader
- Read aloud
- Scribe
- Assistive technology.



Support for English and Mathematics

As a learner who needs support with literacy and/or numeracy, Study Support can offer you advice and support with your course requirements.

How we support you

If required, you will be supported in class, in small groups or individually by one of our experienced and friendly staff who will help you to:

- Work on English skills, e.g. writing, reading, speaking and listening
- Work on mathematical skills, e.g. fractions, decimals, percentages, measurements and statistics.

We can also help you with:

- Identifying your learning styles
- Study skills
- Explaining and clarifying tasks
- Planning of assignments and presentations
- Spelling strategies.

Our lecturers are aware that learners arrive with their own sets of priorities and requirements; our highly skilled staff will work with you to achieve your individual goals.

David Shiel

Diploma in Childcare and Education

“In-class support means that I can read my notes to help me do my coursework. It also means that if I don’t understand what it means my support teacher can read it to me clearly.

Exam support meant that I could get more information down and get better grades.”

David has progressed into full-time employment as a teaching assistant.



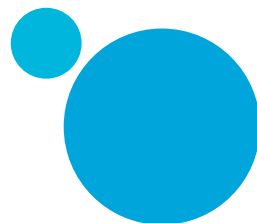
Support for ESOL – English for Speakers of Other Languages

As a learner whose first language is not English, Study Support can offer you advice and support with your course and, if applicable, apply for access arrangements for examinations.

How we support you

If required, you will be supported in class, in small groups or individually, by one of our experienced and friendly staff who will help you to:

- Identify your learning style
- Improve your grammar
- Build your work, study and everyday vocabulary
- Develop your proofreading, speaking and listening skills
- Plan and draft course-related assignments.



Support for deafness and hearing loss

As a sign language user or a learner with a hearing loss, Study Support can offer you advice and support with regards to your course and, if applicable, apply for access arrangements for examinations. Medical evidence may be required.

How we support you:

- British Sign Language Communicators (Level 2-3)
- Signed Supported English
- Note taker
- One-to-one language support
- One-to-one English and Mathematics support
- Portable hearing loop
- Access arrangements – separate room, extra time, signer.

We can help you with:

- Communication with lecturers and other learners
- Building confidence within the learning environment
- Developing independence skills
- Reading techniques
- Spelling strategies
- Planning assignments and presentations
- Organisational skills
- Mathematics.



Pat Chandler

City & Guilds Certificate in FE Teaching.

“With Study Support I find it really useful to have a one-to-one tutorial, note taking and interpreting all together. I find I have become a better tutor and this has benefited my learners. The staff at college are great.”

Pat will be continuing her professional development.

Support for sight loss

If you are a learner with sight loss, Study Support can offer you advice and support with your course and, if applicable, organise access arrangements for examinations. Medical evidence may be required.

How we support you

If required you will be supported, in class or individually, by one of our experienced and friendly staff who will:

- Reinforce and review learning
- Clarify instructions
- Devise individual work programmes and learning activities
- Facilitate the process of modifying course materials
- Issue a lift pass.

We can also help you with:

- Identifying your learning style
- Study skills
- Planning assignments and presentations
- Spelling strategies
- Writing skills
- Mathematics skills
- Organisational skills
- ICT skills.

Access arrangements for exams can include:

- Extra time – this can vary from 25% - 100%
- Separate accommodation
- Supervised rest breaks
- Modified examination papers
- Use of a reader
- Use of a scribe.

Support for mental health difficulties

If you are a learner with a mental health difficulty, Study Support can offer you advice and support with your course. If applicable, we will apply for access arrangements for examinations. An educational assessment and/or medical evidence may be required.

How we support you

If required, you will be supported, in class or individually, by one of our experienced and friendly staff who will:

- Produce organised, legible notes
- Establish a supportive relationship to meet your learning objectives
- Assist in identifying learning preferences
- Explain and clarify tasks
- Encourage and motivate.

We can also help you with:

- Identifying your learning style
- Study skills
- Planning of assignments and presentations
- Spelling strategies
- Writing skills
- Mathematical skills
- Organisational skills
- ICT skills.

Access arrangements for exams can include:

- Extra time
- Separate accommodation
- Supervised rest breaks
- Use of a prompter.

Support for physical/medical difficulties

If you are a learner with a physical and/or medical difficulty, Study Support can offer you advice and support with your course and, if applicable, apply for access arrangements for examinations. Medical evidence may be required.

How we support you

If required, you will be supported, in class or individually, by one of our experienced and friendly staff who will:

- Produce organised, legible notes
- Adapt learning resources
- Explain and clarify tasks
- Suggest ways in which learning can be managed and organised
- Issue a lift pass where applicable
- Generate a medical profile.

We can also help you with:

- Identifying your learning style
- Study skills
- Planning assignments and presentations
- Spelling strategies
- Writing skills
- Mathematical skills
- Organisational skills
- ICT skills.

Access arrangements for exams can include:

- Extra time
- Separate accommodation
- Supervised rest breaks
- Use of a scribe
- Use of a prompter.



Georgiana Devine

BTEC National Diploma ICT Year 1

“Study Support has been really supportive and I have enjoyed getting to know my peers. I am much more confident now and know a lot more about computers.”

Georgiana is progressing onto the second year of her ICT course.

Support for Attention Deficit Disorder (ADD) and Attention Deficit Hyperactivity Disorder (ADHD)

If you are a learner with ADD/ADHD, Study Support can offer you practical advice and support with regards to learning and accessing your course. If applicable, we will organise an educational assessment in order to apply for access arrangements for examinations.

How we support you

If required, you will be supported, in class or individually, by one of our experienced and friendly staff who will:

- Facilitate a conducive learning environment, including preferential seating arrangements
- Encourage use of a multi-sensory teaching approach with opportunities for physical activity in the lesson plan
- Encourage a daily routine with clear aims and objectives
- Assist in identifying learner preferences and learning style
- Increase and develop confidence and self-esteem
- Help facilitate relationships with peers.

We can also help you with:

- Study skills techniques
- Planning of study time, assignments and presentations
- Use of ICT to facilitate learning
- Reading and writing techniques
- Mathematical skills
- Organisational skills.

Access arrangements for exams can include:

- Separate room
- Supervised breaks.

Support for autistic spectrum & Asperger's syndrome

If you are a learner on the autistic spectrum or with Asperger's syndrome, Study Support can offer you advice and support with your course. If applicable, we will organise an educational assessment in order to apply for access arrangements for examinations. Learners also have access to a specialist autistic spectrum disorder co-ordinator.

How we support you

If required you will be supported, in class or individually, by one of our experienced and friendly staff who will:

- Reinforce and review learning as delivered by the lecturer
- Facilitate peer-to-peer relationships
- Encourage and motivate
- Assist in identifying learner preferences
- Identify your learning style
- Promote and reinforce self-esteem.

We can also help you with:

- Study skills
- Planning of assignments and presentations
- Spelling strategies
- Reading techniques
- Mathematical skills
- Organisational skills.

Access arrangements for exams can include:

- Separate room
- Prompter
- Supervised rest breaks.

Access arrangements for examinations

Access arrangements are designed to facilitate access to qualifications for learners who have particular requirements. These particular requirements could result from dyslexia, Asperger's syndrome, visual/hearing loss, mental health difficulties, physical or medical conditions.

Access arrangements can include:

- Extra time – if you have a specific learning difficulty, for example dyslexia, extra time may be allocated as it can take longer to read and answer the questions
- Supervised rest breaks – if you have difficulty sitting an exam for any length of time, for example because of a mental health or medical difficulty, it may be possible to incorporate supervised rest breaks within your allocated examination time
- Use of a computer – it may be possible to incorporate the use of ICT within examinations, provided that this is specifically noted as an access arrangement for examinations in a recognised assessment
- A reader – a designated person who will read the instructions and questions
- A scribe – a designated person who will write down your answers exactly as you dictate them
- A separate room – can be allocated for many different reasons, for example medically related difficulties.

Please note

- 1 In order to be eligible for access arrangements, a specialist assessment or, in some cases, specific medical evidence must be in place.
- 2 The College offers a range of assessments which can be undertaken or endorsed by an educational psychologist.
- 3 Documentation must be presented to Study Support as soon as possible.
- 4 Study Support must be made aware of any requests for access arrangements for examinations four to six weeks before the exam.

Complaints

We will try our best to meet your support needs, but if you feel unhappy with our service you have a right to complain or provide us with feedback.

You should first talk to:

- Your support person or lecturer
- Study Support Co-ordinator
- Study Support Senior Lecturer
- Head of Life Skills.

We value all feedback that we receive through our complaint system.

If you are unable to resolve your issue then you can make a formal complaint via Learner Services. They will give you a complaint form and if you wish they will help you to complete it.

Complaint forms are also available from Reception.

Additional areas you may wish to contact

Learner Services

For information about:

- Financial support
- Careers
- Counselling services
- Welfare arrangements.

College Disability Officer

For information about:

- Physical access to campus.

Head of Foundation Studies

For information about:

- Support for learners with profound and complex difficulties

Access arrangements

Please visit www.disabledgo.info/education for information about access arrangements to our campuses and facilities.

- Select 'East Berkshire College' from the drop down menu
- Click on 'All Venues'

The website has a text-to-speech facility that allows the reader to hear the information within the site.

For further information please telephone Reception on 0845 373 2500 and ask for the relevant department.

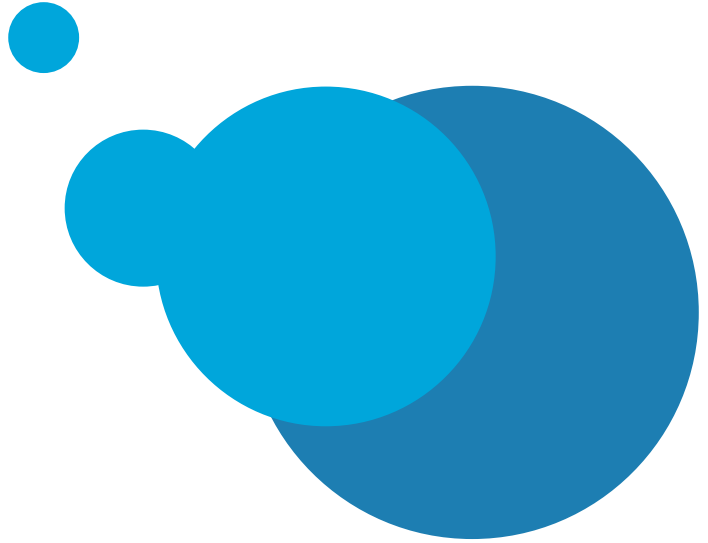


Asad Ajaib

BTEC National Diploma in IT Year 2

"I am really enjoying East Berkshire College and my communicator has been very helpful during the year."

Asad is progressing into employment.



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