



LANCASTER TRAINING SERVICES LTD



Access, Aids and Adaptations Policies

SPECIFIC ROOMS POLICY

Lancaster Training Services Ltd (LTS) does not have one room dedicated 'for quiet reflection and prayer' as most rooms are used daily at differing times. However we do understand and appreciate the need for one to be made available upon request. With this in mind any Learner, member of staff and/or visitor requiring such a place need only make a request to the general office staff who will allocate a room forthwith.

TRANSLATION POLICY (including Braille)

LTS do not normally produce all its public documents in various languages and/or Braille. However an agreement has been made with Lancaster & Morecambe College to provide this service. Anyone with these requirements may make their wishes known to the general office staff who will endeavour to fulfil the need as soon as practically possible. Larger text documents can be sourced directly from the general office staff.

AIDS FOR IMPAIRMENTS POLICY

LTS's Equal Opportunities Policy states that '*no person shall receive less favourable or unfavourable treatment or discrimination of any kind either directly or indirectly because of his or her sex, marital status, sexual orientation, race, colour, nationality, national origins, ethnic origin, creed, offender background or disability*'. In order to achieve this it is important that any Learner, member of staff and/or visitor have access to any aids that will assist with their impairment. Anyone requiring any specific aids should let the general office staff know as soon as practically possible. Those aids which are not immediately accessible will be sourced forthwith through our partnership with Lancaster & Morecambe College. LTS operates a portable loop system for those with hearing impairments.

ADDITIONAL LEARNING SUPPORT

Those learners identified as having additional learner needs will receive frequent additional help. Their needs will be reviewed and assessed throughout their time on our learning programmes. Amendments to the support offered and received will be recorded in the Additional Learner Support (ALS) file. Any learner not receiving additional support that feels they have a need, should make their needs known to their Assessor.

The full Additional Learner Support Policy can be found in the ALS information folder in the IHT office.

Richard W Little – Chairman

Document Control

Issued	21/6/16
Version	2
Next Review	– Aug 19
Owner	M Horabin
Title	Training Manager