



LANCASTER TRAINING SERVICES LTD



Disability & Equality Statement

Policy

Lancaster Training Services Ltd (LTS) aims to provide equal opportunity in all its activities regardless of a learners learning or other disability. LTS seek to respond flexibly to provide support to individual needs and make reasonable adjustments to procedures within the constraints of existing facilities, resources and funding.

All current Government legislation requirements are subsumed in this statement and included in any and all supporting documentation.

Admission Arrangements

Opportunity for prospective learners to identify that they have a learning or other disability, which may or may not require additional support is given on application forms. The information obtained from the application form, interview proforma and pre-assessment testing (Autoselect testing – Occupational interest & level, DFES initial numeracy and communications assessments) are passed on to the ALS Coordinator whom is responsible for learner support. Throughout this period the prospective learner and, if appropriate, their parent/guardian are kept fully informed. No person or source of information will be approached without agreement of the prospective learner in advance.

In some instances LTS may be unable to cater for the needs of learners as identified in the pre-assessment process. In such cases LTS will liaise with the specialist Connexions officer as to an alternative provision.

Who to Contact

In the first instance the ALS Coordinator whom is responsible for additional learning needs should be contacted, either in person at 'The Training Centre', Penrod Way, Heysham or via the telephone 01524 858326. If the ALS Coordinator is unavailable the Training Coordinator will deal with any enquiries.

Facilities and Support

Learners with a learning or other disability will, following an assessment of their needs, be given a learning programme, which outlines their needs and any specialist help, support or equipment they may require. This will be reviewed each week during term time and any amendments made to the learning programme as appropriate.

Examinations and Assessments

Learners with special requirements with regard to examinations & assessments will be accommodated following Awarding Body guidelines e.g. provision for additional time, reader/note taker etc.

Race and Relations

Learners of different races or religions have the right to be protected from discrimination of any kind. This includes people defined by their race, colour, nationality (including citizenship), or ethnic or national origins. Lancaster Training Services will make every reasonable effort to ensure:

1. Equal rights and opportunities for everyone in all areas of activity
2. Acceptance of the individual right to identify with, maintain and develop one's particular cultural heritage, and to explore other cultures.
3. A safe environment, free from racism, for all.
4. Acceptance of belonging to a wider community, and of shared values and responsibilities, rooted in common citizenship and humanity.
5. Interaction by individuals and groups to achieve common goals, resolve conflict, and create community cohesion.

Complaints and Grievances

Anyone wishing to make a complaint should put it in writing for the attention of the Training Manager. Current learners should follow the procedures laid down on forms 'Complains-Grievances & Appeals' and 'Complaints-grievances procedure'

Richard W Little – Chairman

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