



ABERDEEN COLLEGE®



Disability Statement

Information on services and facilities at Aberdeen College for students with a disability or additional support needs.

Mission Statement

"To deliver, in partnership with other providers, a high quality education and training service, appropriate to the lifelong learning needs and aspirations of its clients, in a diverse range of settings."

Disability Statement

"Aberdeen College is committed to ensuring that people with additional needs and disabilities are treated fairly. Aberdeen College will, therefore, make reasonable adjustments to ensure that students with additional needs and disabilities are not substantially disadvantaged."

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1. Introduction

If you have a disability or additional support need and are considering studying at Aberdeen College, you will want to know about access to our services, facilities and equipment and how we may be able to support you throughout your course. This leaflet offers you some of the information you will need. You should note that the College's responsibility extends to supporting the educational needs of students and that partner agencies may have a responsibility for other aspects of support such as personal care, assistance with taking medication.

Disability Forum Group

Students in our Disability Forum Group have a real say in how we improve our services. At meetings, the members of this group discuss services and facilities and how they can be improved.

2. Access

Aberdeen College's main centre is the Gallowgate Centre. It is accessible to wheelchair users and people with mobility difficulties.

We also have centres at Altens, Clinterty and Gordon where engineering, sports, outdoor activities and music courses are based. If you are a wheelchair user and interested in these particular programmes, please contact:

Mary Campbell
Learning and Support Manager
Tel 01224 612342
Email m.campbell@abcol.ac.uk

Outreach Courses

There are currently approximately 100 other centres across Aberdeen City and Aberdeenshire where College courses are provided on an outreach basis. For information on accessibility at outreach centres, please contact:

Joan Thorne
Head of Community and Lifelong Learning
Tel 01224 612597
Email j.thorne@abcol.ac.uk



3. Facilities

- Toilets for people with disabilities
- Flashing beacons in toilets and selected areas
- Alert chains in disabled toilets
- Audio information and Braille keys in lifts, accessible gym and fitness room
- Automatic doors
- Minicom text telephone
- Accessible IT Centre with over 250 computers
- Accessible Student Refectory
- Accessible Student Common Room
- Designated parking spaces for students and staff with disabilities
- Hoists
- Rest/quiet room.

4. Equipment

Aberdeen College Learning Development Centre has a wide range of enabling and assistive technologies available to help students on their courses including:

- Voice recognition systems (speech to text)
- CCTV (magnification of text)
- Computers with text to speech for reading handouts, texts etc
- Screen magnification software and split screen facility
- A range of switch input devices
- Alternative keyboards
- Braille printer
- Text-help – word prediction, speech output, spell check
- PLATO – integrated, interactive learning system
- Cassette recorders/players
- Small word processors
- A range of assistive software
- Adjustable height tables
- Target skills.



Please note: The Disability Statement can be provided in alternative formats – please contact:
The Information + Booking Centre, Tel 01224 612330, Email enquiry@abcol.ac.uk, Minicom 01224 612163.

It is also available as pdf on our website: www.abcol.ac.uk/publications



5. Before you start

If you would like to discuss in more detail how the College might be able to help you before you start your courses then please contact:

Mary Campbell
Learning and Support Manager
Tel 01224 612342
Email m.campbell@abcol.ac.uk

We can offer you a tour of the building letting you assess the facilities available for yourself. We can also offer advice on the range of support the College and other partner agencies may be able to offer if you were successful in gaining place.

6. Dedicated courses

The College has a number of full and part time courses specifically designed to suit those with additional support needs. To find out more about these courses please contact:

Carole Keepax
Curriculum Leader
Learning Development Centre
Tel 01224 612077
Email c.keepax@abcol.ac.uk

7. Once you have decided on your course

It may be that you are quite clear about what you want to study and have all the information you need to apply. In that case all you need to do is let us know about your disability or additional support need on your application form. Your application will proceed through the normal admissions process. Your disability or additional support need will not normally form part of the consideration for offer onto a College course.

For a general pre-entry guidance appointment, please contact Learner Services Reception:

Tel 01224 612284
Email guidance@abcol.ac.uk

For specialist pre-entry guidance for those with disabilities, please contact the Learning Development Centre:

Tel 01224 612142
Email ldc@abcol.ac.uk

To find out more about School Link courses or courses for school leavers with additional needs, please contact:

Carole Keepax
Learning Development Centre
Tel 01224 612077
Email c.keepax@abcol.ac.uk

To get details of part-time courses for adults with additional needs, please contact:

Mary Campbell
Learning Development Centre
Tel 01224 612342
Email m.campbell@abcol.ac.uk

8. Once you have been made an offer onto a course

Should you be made a full offer onto a College course then a member of staff from the Learning Development Centre will contact you to arrange a meeting to assess your additional support needs and advise how the College or other partner agencies may best meet those. If your needs can be met then we will reflect this by drawing up with you a Personal Learning and Development Plan stating how this support will be made available to you and monitor this on a regular basis. If the College cannot meet your educational needs for the particular course you have been made an offer for the alternative options will be explored with you.

A Language Support Tutor is also available to undertake needs assessment for students whose first language is not English.

For more information and to book an appointment at the Learning Development Centre, please contact:
Tel 01224 612142 • Email ldc@abcol.ac.uk

9. Help with assessment

As a result of your disability or additional support need if you need extra help to take an assessment then, please tell the Learning Development Centre. Arrangements will be agreed and entered into your Personal Learning Support Plan. Below are examples of some of the extra help we have given other students:

- Use of a scribe and reader
- Use of a computer
- Use of CCTV (magnification of text)
- Extra time
- Adapted exam papers e.g. large text
- Alternative methods of assessment (use of sign language in place of speech, use of text telephone in place of standard telephone)
- Separate, private accommodation
- Provision for rest and food during the exam.

10. Learner Services

Staff of the Learner Services team are able to provide information, help and guidance in the following areas:

- **Financial matters – Bursaries, Student Loans, Hardship Funds**
- **Guidance – a confidential service for students with personal problems and difficulties whilst at College**
- **Assisted Childcare – financial assistance with childcare whilst studying at College**
- **Careers Guidance – course choice, progression, applying for a job**
- **Accommodation service – for students requiring assistance in finding accommodation.**

Appointments with the appropriate Adviser can be made at:
Learner Services Reception
Tel 01224 612284



11. Complaints procedure

Should you wish to make a complaint, Aberdeen College has procedures to help you do this. As a first stage (if you are a student) you should, if possible, report the problem to a member of College staff, normally the person teaching your class. If they are unable to assist then you may wish to make a formal complaint and you can do this through whatever medium you find most convenient e.g. complaints form, telephone, letter fax, email, face to face or through the College website. Complaints will be acknowledged in writing within 5 working days of receipt and will be fully answered within 15 working days (where this is possible). Following the College's full response you will be contacted 3 weeks later to ensure you are satisfied with the handling of your complaint.

12. Contacts

If you would like more information, please contact:

Stephen Edgar
Head of Access & Inclusion
Tel **01224 612142**
Minicom **01224 612163**
Email **s.edgar@abcol.ac.uk**

Carole Keepax
Curriculum Leader
Tel **01224 612077**
Email **c.keepax@abcol.ac.uk**

Mary Campbell
Learning Support Manager
Tel **01224 612342**
Email **m.campbell@abcol.ac.uk**

13. More details?

If you would prefer the Disability Statement in Braille, large print or audio tape, or would like general College information, please contact:

The Information & Booking Centre
Tel **01224 612330** • Fax **01224 612001**
Email **enquiry@abcol.ac.uk** • Web **www.abcol.ac.uk**