



Additional Learning Support Policy

Approved by:	Dave Lee, Liz Lee
Issue:	16
Date:	January 2023
Review Date:	January 2024
Amended:	Liz Lee

1. Statement of policy

- 1.1. In accordance with Amac's linked policies on equality and diversity and on disability equality, our policy for learners with additional support requirements is that we encourage learners to disclose their requirements and we endeavour to meet these wherever possible.
- 1.2. In particular, Amac has a commitment to:
 - actively promoting equality of opportunity
 - actively encouraging involvement of learners who have disabilities in policy and decision making to remove barriers to access, achievement and progression
 - meeting individual needs in ways that make everyone feel valued and respected in order that they can fulfil their potential
 - continuing the process of inclusive learning

2. Application of the policy

- 2.1. Wherever possible, we attempt to be anticipatory in our readiness to support learners
- 2.2. We make additional support available to learners at each stage of their learning experience
 - 2.2.1. Amac encourage disclosure of additional support requirements at the application stage so that we can offer specialist assistance at interview, with further opportunity for disclosure at induction. Tutors are asked to be vigilant for additional support needed by learners joining their class
 - 2.2.2. During induction, we use initial assessment and screening, so that learners can then receive suitable support
 - 2.2.3. Learners may self-refer or request referral for specialist support at any time during their time with Amac
 - 2.2.4. Learners who need support for progression will also receive assistance from our Operations Manager. The Additional Support Form will be completed to specify the support needed and how this will be planned, implemented and reviewed.

3. Implementation

3.1. Application and admissions arrangements (detail)

- 3.1.1. It is Amac policy to consider all applications from learners with disabilities on the same grounds as those applied to all learners i.e. learners are offered a place dependent upon their having the necessary skills and abilities for a specific course or training programme
- 3.1.2. Amac policy is to integrate learners needing additional support wherever possible into an appropriate course or programme by providing suitable support for each individual

4. Monitoring

- 4.1. The provisions of this policy are monitored by the Education and Training Director, Dave Lee, and the Managing Director, Liz Lee.