

# PIBCA EQUAL OPPORTUNITY POLICY

Request, Adjustment & Support

## Entry to Courses

**Perfect Image Beauty & Cosmetology Academy (PIBCA)** specifically keep student/learner entry criteria to a minimum and offer a wide portfolio of programs in order that there is open access to commence a program and every opportunity for progression to other courses. This enables learners to achieve their needs, goals and aspirations.

## Finding the Right Course

When enquiring about a course at a school/college, learners can consult with course tutors and get all the information to make an informed decision about its suitability. In return, tutors can provide guidance to advise if the learner has a realistic view of the course, if it is attainable, what reasonable adjustments can be made and the possible outcomes. Male and female orientated learners are treated equally.

## Assistance at Registration

At the point of registration the learner is encouraged to identify any prior learning that has been achieved and given the opportunity to seek learning support or request reasonable adjustments to the learning environment and or examination situation. Tutorials and questionnaires may be used for these purposes to ensure the learning environment suits individuals.

## Learners requesting reasonable adjustments to the educational environment can apply for:

- One-to-one tuition for specific learning difficulties
- Mentors for students with mental health problems
- Access to personal care arrangements
- Diagnostic tests for specific learning difficulties
- Liaison with support professionals to help students obtain the services of an amanuensis, audio equipment & IT equipment, special text print
- Guides, readers
- Sign language interpreters
- Advice on Disability Benefits (Student Advice Centre)
- Technical Needs Assessments for Disabled Students Allowance (Depends on their local Students' Funding Authority)
- Clear and safe access to buildings, facilities and equipment in them
- Modification of such facilities & equipment where possible
- Modification of uniform clothes

All learners are treated as individuals and assisted to negotiate with various agencies to enable their educational environment to fit their needs. PIBCA strongly advise students to find out about sources of funding for specific support such as interpreters, note takers, study skills support, computers and software before taking up a place, because it can be extremely difficult managing studies without this kind of support. This support may be subject to approval and funding from their local authority.

## **Typical arrangements for academic support that may be relevant are:**

### **Visually Impaired Learners –**

- A guide to give access and become familiar with building and room layout
- Lecture rooms layout to remain constant to encourage familiarity and ease of movement.
- Copies of lecture notes, overheads, handouts and examination papers in a format accessible to the student (this may be cassette or large print, but often the most convenient way of doing this is to provide the material on disk).
- Likewise for door signs, labels on machinery, products and reading materials. Verbal descriptions of any charts, diagrams etc. which are drawn on a blackboard.
- Verbal announcement of Departmental notices as well as use of notice boards
- An amanuensis to assist in practical and theory classes making notes in the appropriate format.
- Dictaphone equipment for note taking or a voice activated computer
- Assistance with using references and the library

### **Students who are deaf or hard of hearing –**

- Assistance with familiarization with building and room layout
- An amanuensis to assist in practical and theory classes making notes or using sign language or a lip speaker to convey information to the learner
- Dictaphone equipment for note taking
- A microphone and speaker system (loop system) linked between the tutor/speaker and student
- Ensuring the student can sit with full view of the tutor and students to see their faces to assist communication
- Extra subject and pastoral tutorial support to ensure the student has correctly understood material presented in lectures

### **Dyslexic students –**

- Audio tape equipment for lectures
- Copies of lecture notes and overheads, preferably in advance of lecture
- Additional time for reading of any coursework texts
- Extension of time for submission of written work
- Disregard of poor spelling, handwriting and punctuation
- Study skills support with a professional
- Examination papers written on coloured paper

### **Mobility Impairment –**

- Ramps, rails or chair lift, for easier physical access to steps and rooms
- A height-adjustable or modified couch and stool for an appropriate working position
- Lower storage facilities, switches, plug sockets
- Use of a computer for word processing or an amanuensis to assist in practical and theory classes
- Modified uniforms and shoes
- Acknowledgement that the student may tire easily and may require additional time to submit assignments
- Assistance with using the library
- Copies of lecture notes, overheads etc.

**Other Support Available –**

Some students have long term or permanent medical condition which may have an impact on their studies. Some, such as multiple sclerosis, will result in sensory or mobility difficulties, in which case the guidance included in previous sections may be relevant. Others may have less obvious conditions, such as epilepsy, diabetes, ME, cancer, HIV/Aids, hay fever, haemophilia, sickle cell anaemia, cystic fibrosis, asthma, heart and other chronic conditions. In many cases, students will not wish to be considered disabled and the condition may have no impact on their ability to study effectively. However provision should be available to support these students, including:

- Awareness of staff and students as to what to do in an emergency, if appropriate
- Copies of lecture notes, overheads etc., particularly where the student is forced to miss lectures or if the condition means that s/he tires easily
- The possibility of re-negotiating deadlines for submission of work
- The possibility of extra tutorial support to enable the student to catch up on missed coursework
- The possibility of a helper to take notes or provide assistance with using library services
- Use of a word processor or amanuensis for written work

**The kinds of academic supports that are likely to be required by students with mental health difficulties are:**

- Good general academic support and encouragement
- The possibility of re-negotiating deadlines for submission of work
- Speedy and clear feedback on assignments
- The possibility of extra tutorial support to enable the student to catch up on missed coursework
- The possibility of extra time in exams. PIBCA has a Grievances and Appeals procedure.