

### 1. Policy Statement

Kingdom College Limited regards every learner as an individual. The Learning Support Team provides a highly effective support network across the organisation. We aim to provide high quality support to learners with learning difficulties and disabilities enabling them to achieve on their chosen course.

The organisation will make available support to help learners achieve their full potential. This policy links to our policies and strategies relating to Equality and Diversity, associated legislation and the Learning Support Handbook for Staff

### 2. Application of Policy

**2.1** Wherever possible the organisation will attempt to be anticipatory in our readiness to provide for learners in need of learning support

**2.2** Kingdom College Limited will make support available to those in need at each stage of their learning experience with us. We will do this by:

- Liaising with schools and developing links with potential learners and their families at events such as open evenings and taster sessions
- Obtain appropriate information relating to learner support needs from feeder schools within the legislative framework of the Data Protection Act and Freedom of Information Act
- Marketing materials to have specific reference to the support services available at the organisation
- Encourage disclosure of support needs at the application stage and subsequently at interview
- Complete screening assessments for numeracy and literacy at interview
- Provide further specialist screening on course where required
- Encourage learners to make any disclosures relating to support needs at enrolment, induction and via the tutorial programme
- Learners to complete a free-writing exercise during induction to support assessment of learning support needs.  
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[Ukstore.postsales@hp.com](mailto:Ukstore.postsales@hp.com)
- Learners can self-refer to the Learning Support Team at any time

**2.3** Learning Support provision will be via one to one, small group sessions or in class and will be determined by the Learning Support Manager, following consultation with learners and/or parents and relevant teaching staff where appropriate. Assistive technology is available for loan by learners in order to encourage independent learning.

**2.4** Where identified, Learning Support will be considered an integral part of a learner's programme of study. There is an expectation that learners will take up an offer of support, continuation of which will be by negotiation with the individual.

**2.5** Additional Learner Support Policy

**2.6** Kingdom College Limited will support the integration of learners with additional learning support needs into an appropriate course by providing suitable support for each individual.

**2.7** We will offer learners support including Maths, reading, spelling, language, study techniques and loaning of specialist equipment. We offer specialist services according to need. Every case is considered individually. Contact can be made at any time during the year preceding entry.

**2.8** We make applications to the relevant examination boards for learners eligible for special exam arrangements. Assessments or updates to reports are completed in house.

**2.9** This policy also applies to learners who have a medical condition which has an impact on learning.

### 3. Other relevant policies

- Equality and Diversity Policy
- Data Protection Policy

### 4. General This policy will be reviewed annually by the Lead IQA

The support team has a finite amount of staff resource and must prioritise requests accordingly. Prioritisation of support according to need will vary according to the severity or complexity of individual cases and no category automatically assumes precedence. The exception to this is basic literacy/numeracy need which will not be classed as a priority. A general guide to the prioritisation and distribution of support comprises:

- Hearing Impairment
- Visual Impairment
- Physical/medical disability
- Autism Spectrum Disorder
- Specific Learning Difference Speech, language, communication difficulty
- Other disability
- Learning disability – moderate/severe
- Learning difficulty – general: literacy/numeracy
- Information concerning individual support need is available on the organisation intranet.
  
- Please contact Faiz Amin Subhani if you wish to clarify the availability of support for learners. Referrals for one to one sessions can be made throughout

## ADDITIONAL LEARNER SUPPORT POLICY

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the year. Learners can access the drop in Study Centre facility. Via tutor/lecturer/assessor or self referral.

**Last Reviewed date:** 01-07-2022

**Next Review Date:** 01-06-2023

*Mumtaz Khan*

Mumtaz Khan, Managing Director

