



Access to Higher Education Policies & Procedures

Last edited: 20th September 2022

Next review is due: December 2022

1. Disability Statement

TheWRD is committed to ensuring that disabled people are provided with equal access to their chosen course of study and facilities available to them.

The College recognises the social model of disability, whereby the individual is understood to be disadvantaged not by their disability, but by social barriers, such as the physical environment, methods of communication and attitudes towards them.

We are committed to working towards removing any barriers which might prevent a disabled person from actively participating in their studies at TheWRD.

2. Welcome

The purpose of this document is to answer any questions you might have about the disability support available to students at the TheWRD.

Disability support is available through the Student Services team who are able to provide advice and information to all disabled students.

We work with students with a wide range of disabilities, including but by no means restricted to:

- Neurodiverse Conditions (NC's) such as dyslexia, dyspraxia, ADHD
- Mental Health Difficulties such as depression, bi-polar disorder
- Long-term medical conditions such as HIV, cancer, multiple sclerosis
- Unseen disabilities such as diabetes, asthma, epilepsy,
- Sensory impairments such as visual impairment, hearing impairment
- Mobility or physical impairments such as paralysis, arthritis.

3. Contacting us for Support

Disability support is available through our Student Support Service. You can contact them by email on support@thewrd.group and we will arrange a time to contact you if you wish or email you back.

4. Services for Students

We will provide a number of services to disabled students. These include:

- Advice and information on disability support and reasonable adjustments at TheWRD;
- Advice and information on where you can arrange an assessment for a Neurodiverse Condition with an Educational Psychologist;
- Liaising with the Education team to implement recommended assessment or learning adjustments on your course
- We can provide guidance and advice to students without evidence of their disability. However, we will not be able to guarantee any adjustment until the student provides evidence of their disability.

What happens when I declare a Disability or Neurodiverse Condition?

Once we are aware that that support is required, you will be contacted for an informal meeting with a support advisor who can draw up an Individual Support Plan (ISP) with you. This plan will comprise of the barriers and challenges you face, adjustments TheWRD can make and additional support available to you if you need it. This plan will be there for TheWRD to use as a guide to working out which support is available and which you are entitled to. For example, extra time in written assessments, adjustments to seating at venues etc.

In this meeting, you are also able to seek advice on but not limited to reasonable adjustments will make and where and how to get a formal diagnosis or Educational Psychologist Report (if needed).

5. Confidentiality

We operate a confidential service, which means that information about a student and/or their disability is not passed on to third parties without student consent.

We encourage students to contact us as early as possible regarding their disability or neurodiverse condition so we are able to ensure that they are provided with equal access at the College. Every student will be contacted at point of enrolment, this guide will be available and students are able to complete a Disclosure and Confidentiality Consent Form (Appendix 1). The form can be amended by the student at any time.

We reserve the right to break the Disclosure and Confidentiality Consent Form in circumstances where the student is reasonably believed to be at risk either to themselves or others or if compelled to by law. Any decision to break confidentially would be made by a Senior Member of TheWRD team.

Student Support may need to disclose information to other staff at TheWRD in order to help support you. However, the student has the right to limit their disclosure:

Full Disclosure

If a student allows full disclosure, then information will only be shared where necessary on a 'need to know basis'. Those with whom we may need to share information or request further information may include (but is not strictly limited to); the Education Team, Admissions Team, members of Administration staff. We always ask the people with whom we share your information to respect your confidentiality and to not pass your information on to anyone else unless they are also involved in your support.

Restricted Disclosure

You can choose to restrict (i.e. prevent) disclosure to individuals outside of your Student Support advisor or to only allow information to certain individuals. In these cases, the advisor will inform the student that this will limit the reasonable adjustments that can be put in place. The student is advised that should they choose to limit their level of disclosure, a failure by the College to make reasonable adjustments is unlikely to be grounds for any subsequent mitigation. Please be aware this may limit the level and type of support the College can provide for you. If you would like to discuss the different options and the effect on your support, please contact us.

Under the Data Protection Act (1998) disability is considered to be 'personal, sensitive information'. We therefore provide a confidential service to students, which means that information about a student and/or their disability is not passed on to third parties without their consent. The Disclosure and Confidentiality Consent Form is a record of who you have or have not given your consent for Student Support to discuss your case with and, where appropriate, share relevant information. Any information held by Student Support can be kept for a period of six years, after your last point of contact with us, as required by the Data Protection Act (1998). After this date, the information held by Student Support will be appropriately disposed of.

6. Evidence of Disability

Evidence of a student's disability must be confirmed in writing by an appropriately qualified professional. Examples include:

- GP or Doctor's letter;
- Consultant letter;
- Dental surgeon letter;
- Psychiatric/psychologist letter or report.

All evidence must be contemporaneous and relevant to the period for which they are applying for adjustments.

It is the responsibility of the student to provide TheWRD with evidence of their disability.

Obtaining Evidence of a Disability

Where a student does not have evidence of a disability, we can provide advice and guidance on how to obtain it. We can assist students in arranging an assessment with an Educational Psychologist, where the student believes they may have a Neurodiverse Condition. The cost of an Educational Psychologist assessment is that of the student.

Where a student requires written evidence of disability from a medical practitioner, we can provide you with a letter to present to their practitioner, explaining why the College requires evidence of disability.

Temporary illness or injuries

Support for students who are pregnant, or have a temporary but long term illness or injury, will be agreed and provided by Student Support. Students are advised to contact us to discuss their circumstances and we will do our best to put support and adjustments in place.

7. Reasonable Adjustments

Under the Equality Act 2010, the College also has an obligation to make adjustments for disabled students once it becomes aware or should be aware that they have a disability or neurodiverse condition.

A “reasonable adjustment” is a change that the College can make to the way in which a course is delivered, or the way in which we carry out assessments to remove a disadvantage caused by a disability or neurodiverse condition. Reasonable adjustments should be tailored to the needs of an individual student but support provisions are most commonly identified in accordance with recommendations made by an Educational Psychologist, or other medical professional.

Extensions

Students may request an extension for coursework assignments on the grounds of their disability, as a reasonable adjustment.

Please be informed that evidence of a Neurodiverse Condition does not guarantee an automatic right to an extension.

Where a student has a disability, we do not recommend blanket extensions for all assignments. We recognise that where possible students should adhere to given deadlines, in the interests of their academic progress.

It is the student’s responsibility to negotiate all extensions in advance of the submission deadlines with the College. It is at the discretion of the College as to whether or not an extension is granted.

Examinations/Assessments

The Student Support team will identify what reasonable adjustments need to be put in place for the individual disabled person, usually in line with recommendations made by an Educational Psychologist, or other medical professional. The purpose of reasonable adjustments to the assessment format is to reduce any disadvantage a disabled student faces due to their disability.

The Student Support team will inform the Education Team of what reasonable adjustments are to be put in place. The Student Support team must inform the Academic Administration department four weeks before the exam in order to guarantee that support can be provided.

8. Physical Accessibility

TheWRD holds some of its learning at Grassroots music venues as part of the course. The aim is to provide its learners with real world experience of the creative industries. Where TheWRD is aware of any of its learners requiring disabled access, we will make reasonable steps to check in advance that this is available with its

venues. Where it is not available then provisions shall be made to ensure that an equivalent learning experience is available to them.

9. Legal Framework

The Equality Act 2010 came into force on the 1 October 2010. The Act was brought in to integrate, simplify, clarify and further strengthen former discrimination legislation. It is important to note that the vast majority of the Disability Discrimination Act 1995 has simply been transferred over into the new Act.

Someone has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities.

Substantial means that it has more than a minor or trivial effect on his/her ability to do normal day to day activities. Long term means that the effect of the impairment has lasted, or is likely to last 12 months. There are special rules for people who have recurring or fluctuating conditions who can also qualify.

Persons who are registered blind, have a severe disfigurement, Multiple Sclerosis, HIV or cancer will automatically qualify for protection under the Act. They do not have to satisfy the test outlined above.

How does the Act protect disabled persons?

The Act protects students from:

- **Direct Discrimination** - Treating a person worse than someone else because he/she has (or had) a disability/is perceived to have a disability or is associated with someone who has a disability.
- **Indirect Discrimination** - Using a policy or practice which impacts worse on a particular group and which cannot be objectively justified.
- **Discrimination Arising from disability** - Treating a disabled person unfavourably because of something connected with his/her disability when this cannot be objectively justified.

The Equality Duty

The Act introduced an equality duty, which came into force on the 6 April 2011. It is very similar to the previous disability equality duty under the Disability Discrimination

Act 1995. It means that the College needs to promote equality of opportunity between disabled persons and other persons and to take steps to eliminate discrimination and harassment against disabled persons.

If you would like to find out more information about the Equality Act, you can do so on the Equality and Human Rights website: www.equalityhumanrights.com.

Disclosure and Confidentiality Consent Form *Appendix 1*

Please use BLOCK CAPITALS to complete this form.

Student ID:

First Name:

Last Name:

Date of Birth:

Telephone:

Address (including Postcode):

Email:

Course:

Year of study:

I agree that my learning support and other disability-related needs can be disclosed to appropriate members of TheWRD staff to enable the provision of reasonable adjustments.

Signed.....

Date.....