



SEN and Disability Local Offer:

Name: West Lancashire College

Setting number: UPIN 10004599

Setting Name and Address	West Lancashire College	Telephone Number	01695 52300
	Skelmersdale Campus, College Way, Skelmersdale, WN8 6DX Additional campuses: West Lancashire Construction Academy, Glebe Road, Skelmersdale, WN8 9JP Ormskirk Campus, Hants Lane, Ormskirk, Lancashire, L39 1PX	Website Address	www.westlancs.ac.uk
Does the post 16 setting specialise in meeting the needs of young people with a particular type of LDD?	The setting is a general college of further education, which caters for a broad range of learners of all age groups who may have physical, social, mental health, medical or learning difficulties and disabilities.		
What age range of learners does the post 16 setting cater for?	14+ (although not direct entry, 14-16 students attend as part of a schools partnership provision) The main age range is 16+, including an extensive adult provision with no upper age limit		
What is the admission criteria for your post 16 setting?	The admissions criteria vary according to the course. Details can be found on the college website. For LDD courses there are no requirements for prior learning. All learners will be interviewed to assess their suitability for the course and will be required to do an initial assessment to ascertain their current level.		
Name and contact details of your establishments Additional Learning Support lead	Jane Kasper, ALS Co-ordinator 01695 52300 jane.kasper@westlancs.ac.uk		

Name and contact details of the person/role responsible for maintaining details of the Local Offer

Name of Person and Job Title	Jane Kasper ALS Co-ordinator		
Contact telephone number	01695 52300	Email	jane.kasper@westlancs.ac.uk

I confirm that our Local Offer has now been published on the Institution's website.

Please give the URL for the direct link to your Establishments Local Offer	www.westlancs.ac.uk/media/127044/college_offer_full_document.pdf		
Name	Jane Kasper	Date	24.11.2014

Accessibility and Inclusion

What West Lancashire College provides

- Modern and up-to-date building design that is fully wheelchair accessible / lifts to all floors / spacious car park providing excellent accessibility for all learners and area for safe drop off close to the main entrance / all of our toileting facilities comply with the Disability Discrimination Act / Automatic doors to the outside / Braille signage on every door and classroom / open plan atrium area which promotes inclusivity at break and lunch times / TV monitors around the College displaying up to date information / selected rooms have access to music via CD or iPad / access is regularly reviewed and monitored at the College, public and high risk areas monthly and other areas on a 3-monthly basis. Priority 1 issues highlighted during monitoring processes are dealt with immediately. The College is audited on an annual basis.
- Information available on the College intranet, website (www.westlancs.ac.uk) and in a variety of formats upon request
- Height adjustable tables in classrooms and study areas / Communication Support Workers provide signing and other communication support / Use of PECS as an alternative or supplementary method of communication
- Range of assistive technology, including Dolphin pen drives, screen reading software, high visibility keyboards, voice recognition software, reading pens, digital voice recorders
- Laptops, tablets and Kindles made available to students on a identified needs/loan basis
- Smartboards in all classrooms
- Other specialist equipment, such as coloured overlays, illuminated magnifiers, coloured paper, writing boards, Livescribe, talking jugs, scented pens, etc.
- The provision of individual specialist resources based on student need can always be discussed prior to enrolment – please contact Jane Kasper on 01695 52492
- Details of accessibility can be found on the West Lancashire College website
- Regular communications, such as the Learner Voice and Tutorial Messages keep students up-to-date on important issues and offer the means to communicate important messages about their courses and achievements to others across the College

Teaching and Learning

What West Lancashire College provides

- The College offers a broad range of programmes at a variety of levels, with learners placed on an appropriate level of study to support progression, taking into account diagnostic levels, GCSE results, interview and previous experience and training.
- Examples of vocational programmes at the main site are: Public Services, Health and Social Care, Childcare, Travel and Tourism, Hair and Beauty, Catering, ICT and Business.
- The Construction Academy offers a range of programmes of study in preparation for employment in the construction, motor vehicle, plumbing and engineering industries
- A comprehensive list and description of programmes available can be found on the College website; if preferable, College prospectuses are available from the Learner Gateway
- Learning and Development programmes of learning are offered from pre-entry through to Level 1, focusing on literacy and numeracy, employability skills, independent living skills and personal progress/development. Leaflets are available from the LD department and Learner Gateway
- Initial/diagnostic assessment is used to assist in the identification of an appropriate level of programme on entry
- All full time vocational programmes include opportunities for learners to further develop their literacy and numeracy skills and knowledge, with the aim of progressing eventually to level 2 functional skills over a period of time where this is appropriate, in line with government policy
- The College offers a range of support for learners on programmes of study, including 1:1, small group, in class support for a range of diagnosed difficulties and disabilities such as autism, dyslexia, medical conditions, mentoring, counselling, directed study sessions, workshops. We also support learners during lunch and break times where appropriate
- When considering the most appropriate course to suit a learner, the College work with tutors to identify areas where the student may have difficulties accessing and completing elements of the curriculum, then work together towards providing solutions to these issues wherever possible
- The College uses a range of specialist resources to make the curriculum more accessible to learners with disabilities and difficulties. Staff are trained to promote independent working wherever possible
- Team of well qualified and experienced teaching staff with a range of specialisms, including autism/Asperger's syndrome specialist education, special interests in sensory disability, ADHD, severe and moderate learning difficulties, and vocational experience in performing arts, cookery, horticulture and creative industries
- The College works closely with external organisations, such as the NHS, to provide relevant and appropriate work experience to support student development. All full time students have work experience opportunities built into the curriculum offer
- Termly staff training days provide opportunities to develop staff skills on a regular basis. Internal and external training programmes are designed to meet specific and identified needs of individual teaching and support staff teams. Staff members have the opportunity to apply for funding to follow external training courses or staff development sessions.

- The College observation, walk-through and appraisal systems demonstrate that quality of delivery is at the forefront of everything we do
- Tutors work closely with the support department to minimise the impact of learning difficulties and disabilities and provide suitable adjustments to overcome these. For example, coloured paper provided for learners with scotopic sensitivity; large font size on handouts for those with visual or learning difficulties; use of hearing loops with deaf learners; a range of specialist computerised and other resources are widely available.
- Methods of teaching are adapted to ensure that all learners are able to access the curriculum. For example, the use of images and text, taped interviews, music, guest speakers, trips and visits etc. to enhance learning
- Support in exams in the form of readers/scribes/extra time, etc. is provided to learners whose needs have been assessed and confirmed by the examination board
- The College policy covering trips and visits has a focus on safety of students and staff. Learners are required to complete a health questionnaire and parental/guardian consent is required for all learners below 18 years of age or those classed as vulnerable adults. The College carries out risk assessments to ensure that safety levels are maintained at all trips and visits. Trips and visits are closely monitored and a member of staff takes the role of nominated trip controller

Progress monitoring and review

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Safeguarding

What West Lancashire College provides

- The College has a pick up and drop off area directly in front of the main entrance, together with nominated disabled parking spaces
- For learners with a handover requirement, support staff are able to meet them in an appropriate area either at the drop off area, disabled parking area or in front of or just inside the College main entrance
- Support staff can remain with students during breaks and lunchtimes where such

support is required. The level of this support is identified during pre-enrolment discussions and appropriate arrangements put in place

- During all activities outside the classroom, an individual's support requirements are reassessed and adapted to meet their safeguarding needs; this includes for locations within and external to the College, such as on trips, visits, work placements, etc.
- Risk assessments are conducted for all teaching and other areas within the College on a regular basis; where a learner requires an individual risk assessment due to a disability the procedure is the same and will include the identification of risks, methods of overcoming these and any specialist fire or other safety requirements
- The College only uses transport providers who are DBS cleared
- College policies can be accessed by students via the College's intranet system (NCG online). Upon request, College policies can be provided for other parties and these can be adapted into a variety of formats where required

Health (including Emotional Health and Wellbeing)

What West Lancashire College provides

- The College have a team of first aiders and emergency first aiders providing first aid to learners, staff and guests/visitors where required
- There is full first aid cover to meet the needs of the organisation
- First aid kits are strategically located around the College and are accessible
- Key staff members are trained in the use of a defibrillator which is held at the reception area
- All cleaners' cupboards are equipped with body fluid spillage kits
- A student's medical support needs are identified during the diagnostic assessment and relevant procedures put in place to ensure their safety; such strategies may include sharing information with specialist first aiders where there is a need; the training of relevant teaching and support staff in how to respond to an emergency, etc.
- The College Nurse is on site on a regular basis to provide advice and guidance on sexual health issues. Selected Learner Gateway staff are trained in Frazer competence should learners with learning difficulties request sexual health advice.
- Wherever possible prior to enrolment, discussions with parents, guardians and carers take place to identify the support needs of an individual learner. This includes medical and health support needs. Tutors and relevant support staff are included in decisions on the best way to support a learner. Learners (or parents/guardians/carers) are requested to provide permission to share the information with relevant staff to ensure that their needs can be met effectively.
- Staff in the Learner Gateway are trained to offer mentoring to learners requiring immediate assistance
- Mentoring support can be provided for learners with ongoing wellbeing related difficulties. The College work closely with a local counselling service, which provides counselling services for learners with a range of issues.
- There are a range of sports and social groups focusing on the emotional health and

wellbeing of learners and staff, such as judo, badminton, basketball, table tennis and the walking group

- The annual Health and Wellbeing Fair and Sexual Health Fair focus on raising awareness of healthy eating, the dangers of drugs and alcohol and sexual health
- The annual Summer College (early July), is designed to help future students with the transition from school to College and incorporates an active and fun-filled schedule in the area of their choice, with opportunities to get to know staff and other students
- The Fresher's Fair is designed to welcome learners to the College and offers a range of fun and educational activities to promote a positive transition into further education
- The College work with a range of providers to ensure that residential trips and visits are made accessible to those with learning difficulties and disabilities. Support is made available to minimise any access barriers, where this is realistic and appropriate. Service providers that are able to meet the needs of SEN learners are chosen above others, where this is relevant. The main focus of the College is to ensure that all learners have the same learning and development opportunities, no matter their needs
- The College work closely with a range of external agencies to promote student and staff health and wellbeing, such as Addaction, the clinical commissioning group (NHS), Skelmersdale Community Food Initiative, CAMHS and Adult Mental Health Teams, etc.
- Where additional health or therapy sessions are required by learners, the College will liaise with relevant specialists, to identify opportunities to support these needs, for example, through the offer of accommodation, resources, etc.

Communication

What West Lancashire College provides

- Parents, Guardians and Carers receive information on who to contact and “who’s who” at the College, at strategic points during the admissions and induction processes, including advice and guidance evenings, diagnostic assessment meetings, etc.
- Advice and Guidance and Open Evenings offer the opportunity to meet teaching and other staff members involved in teaching and development, such as managers and support staff
- The annual ‘intouch’ bulletin keeps parents connected with College life and opportunities
- Reception staff are trained to divert calls to appropriate members of staff
- Parents can make an appointment to meet with staff at any time during the academic year
- Throughout the academic year, the College hold events, such as open days, charity events, etc. where parents, guardians and carers are invited to attend
- Twice yearly written reports and parents evenings are held to maintain communication on progress
- Every learner has the opportunity for 4 performance and progress reviews across the academic year, including an initial individual target setting meeting

Working together

What West Lancashire College provides

- The West Lancashire College Advisory Committee has representation from key stakeholders in the area and as such, they raise any issues relating to learning difficulties and disabilities, which are reported upon and actioned as appropriate
- Learner/parent agreements may be established where appropriate, particularly in the event of an individual experiencing difficulties in reaching their targets and progressing through the course – each situation is treated on an individual basis
- The Student Forum meets on a termly basis and all students are invited to attend to raise issues or have their say; Student Ambassadors represent each full time course and take forward issues raised by their peers; Forum meeting ideas/issues are considered at management level and appropriate intervention/action takes place; the resulting “You said we listened” document, records and feeds back to students on actions taken and feedback is provided at the following Student Forum
- The Parent’s guide distributed to parents, guardians and carers at Advice and Guidance/Open Evenings, identifies key staff/departments and how to contact them
- All students have the opportunity to join the Students’ Union, which provides an additional forum to influence and drive decisions and changes across the College
- Parents are encouraged to attend Advice and Guidance/Open Evenings to discuss any matters of concern, or alternatively to contact the tutor to make an appointment
- The College complaints procedure offers the opportunity for parents to further any issues of concern which they feel have not been dealt with effectively by tutors and other staff
- Any Equality and Diversity issues are logged and responded to, following the accepted procedure

Help and support available

What West Lancashire College provides

- West Lancashire College has held Matrix Accreditation since 2012. This is the quality standard for the provision of Advice and Guidance
- Assistance can be provided to complete application, enrolment and learning agreement forms at any time. Parents should contact the reception desk on the main College number of 01695 52300. Alternatively, Learner Gateway staff (situated in the reception area) are available to assist with this type of query
- The Learner Gateway team is also on hand to provide advice and guidance and help with information on a whole range of subjects, including travel, finance, bursaries

and maintenance allowances. They act as the first point of contact regarding any query. They will refer specific cases to relevant staff where appropriate

- The College offer a free bus service to students living in the Kirkby, Fazakerley, Aintree and Maghull areas – please contact the Learner Gateway for further information
- Free Arriva bus passes are offered to full time learners meeting a range of eligibility criteria and availability – please contact the Learner Gateway for further information
- For learners on Foundation Programmes, who have specific learning difficulties and disabilities, the College can liaise with transport providers in the event of any queries or issues
- The Bursary Fund and West Lancashire College Maintenance Allowance (WLMA) supports 16-18 year old students by providing a sum of money to assist them with the additional costs of a programme of study (such as textbooks, uniform, trips and visits), subject to meeting eligibility criteria
- Further academic support details are explained in other sections of this document, such as in class support, exam access arrangements, mentoring, etc.

Transition to and from the institution

What West Lancashire College provide

- For a number of years, the College has worked closely with local schools and other organisations to enable a smooth transition into College
- The College's Learning Support Coordinator meets with the SEN Coordinators in the main feeder schools and specialist schools to identify the support needs of learners and discuss how best to promote positive transition into College life. They are able to meet with individual parents/carers/guardians throughout the year and visit current schools to carry out further assessment where appropriate
- The College's School Liaison Coordinator maintains contact with schools on a regular basis and local schools visit and take part in a variety of activities during the academic year
- Taster sessions are offered to potential students who would like to find out more about their chosen course or who want to use experiences to help them make the best decisions on their progression
- Monthly Advice and Guidance Evenings (1st Wednesday in the month) offer prospective students and P/C/Gs the opportunity to find out more about courses, meet staff and discuss queries and/or concerns. Representatives from the support team are available to discuss individual cases and provide general guidance on available support
- The annual Summer College (usually in the first week in July) is an excellent way for students to get to know the College, its tutors and other students before they enrol and is a week full of fun activities, awards and the chance to get a real feel of what it would be like to attend West Lancashire College
- The College is happy to arrange an individual show around/meeting upon request
- The College offer a range of specialist Foundation Programmes from pre-entry upwards, which provide excellent progression opportunities for learners with learning difficulties and disabilities. Learners who have the necessary skills to progress onto mainstream vocational programmes are encouraged to do so, with

relevant support. All decisions are based on individual needs and circumstances, to promote the best chance for a learner to achieve their potential

- The College's application and admissions process provides opportunities for sharing information about support requirements and these are followed up on an individual basis, in order to identify and prepare for needs prior to start.
- All FT 16-18 year olds will receive a face to face advice and guidance interview where they can discuss specific issues with trained staff. Over 19s will receive a telephone interview but if a face to face interview is preferred to discuss specific matters this can be arranged
- Learning programmes include opportunities to develop the fundamental skills of English, maths and ICT in preparation for progression into work/apprenticeships or a higher level programme of learning
- Advice and Guidance on the most appropriate courses for a learner's chosen destination is provided and the College have established and proven links with a wide variety of employers, both in the immediate and wider areas
- Intraining are one of the main national training providers of apprenticeships and West Lancashire College is in the privileged position that they are also part of the NCG group and based on the main Skelmersdale campus. This position provides College students with first class and on hand advice and guidance as to opportunities for progression into apprenticeships. The College work closely with Intraining to offer excellent opportunities to its students and anyone who is interested in completing an apprenticeship. For further details, please contact Jamie Littlechild on 01695 52426, or email jamie.littlechild@intraining.co.uk
- Work placements are an integral part of all full time programmes of study – the College has formed links with a variety of external organisations, including the NHS, to develop excellent and appropriate opportunities for advancement and progression
- The College works in partnership with Lancashire County Council, who provide advice, guidance and assistance with supported living and employment to those with specific disabilities
- Careers Fairs, group careers talks and 1:1 advice and guidance are provided as part of the College offer for all students. This provision can be tailored to meet the needs of the individual
- Many of the full time courses offered at West Lancashire College include units of study which focus on career opportunities within specific vocational areas, such as public services, travel and tourism, business, etc. These provide an in-depth insight into potential careers within different industries and sectors within these industries. The College can provide many examples of students who enter the College with limited knowledge of their chosen field, who, through their learning, discover exciting new opportunities for progression

Enrichment/Additionality

What West Lancashire College provides

- A range of sporting opportunities are available during and/or after College. Current opportunities include judo, badminton, basketball, football, table tennis and the walking group
- The 200 seater Hope Theatre provides facilities for community and independent

companies, as well as hosting our student production programme throughout the academic year

- The Diner, Cafe West and The Loft offer communal eating areas for students to socialise
- The Imagery is a fantastic, luxurious facility for Hairdressing, Beauty, Complementary and Spa Therapy, and Sports Performance. Boasting a range of state of the art facilities, these commercial salons and treatment rooms are open to learners and the public to book in for a range of treatments
- Little Learners is our purpose built nursery based in the Skelmersdale Campus. The nursery offers a safe, stimulating learning environment for students and the wider community and is Ofsted rated outstanding across all areas
- The purpose built sports hall offers fantastic sports facilities and students are encouraged to identify areas for development in the use of this space, to promote health, fitness and wellbeing amongst students and the public
- A calendar of exciting and developmental enrichment events are held each year. During 2013-14, these have included: Fruity Fridays (to promote cancer awareness), breast awareness month, anti-bullying competition, Christmas market, Equality and Diversity Competition, Money week (in conjunction with a local bank), Speed Awareness month, Rubbish Amnesty week, Multi-Cultural awareness, Health and Wellbeing Fair. All students are given opportunities to take part in activities and events, making these activities a truly cross college experience
- Trips and visits form an integral part of all full time courses. These are designed to be inclusive and the learner support team and learner support fund are available to ensure that all learners have adequate opportunities to take part, wherever possible
- The learning support department and curriculum areas work together to identify barriers to inclusion of any form and take steps to remedy these wherever possible and practicable
- West Lancashire College works closely with the Challenge, who run youth and community programmes that have the central aim of mixing diverse groups of people with each other
- The College only works with providers who make their services and facilities inclusive and accessible to young people
- The annual Summer College (usually held during the first week of July) offers the opportunity for learners to get to know the College, tutors and other students before they enrol and is a week full of fun activities, awards and the chance to add a qualification to their CV
- College Induction Programmes include ice breakers and specific activities to help new students form friendships and become confident in their interaction with the peer group
- Inter-programme working promotes confidence and the development of further communication skills; for example, foundation students working with sports students to learn sports skills and techniques; beauty therapy students working with hairdressing students to promote an awareness of how the 2 industries complement each other; enterprise activities where a range of courses design and develop products to sell to other groups and the public to raise money for charity
- West Lancashire College is proud of the caring and supportive ethos which underlines everything we do