



Disability and Fair Access to Education Policy

COVER SHEET

Document Control

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Version History

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28.06.22	1		Onboarding Manager (Bally Kaur)	Managing Director (Idalina De Jesus)	28.06.22	<i>Idalina De Jesus</i> <small>Idalina De Jesus (Jul 1, 2022 09:25 GMT+1)</small>

Location: C:\Users\Jane\School of Marketing Dropbox\Policies\Policies and Procedures\AGREED POLICIES



Scope of Policy

At **School of Marketing** our aim is to provide and nurture an environment that supports equal opportunities and diversity which enables everyone to succeed.

Our approach is that we work together as one team and we want every learner to feel supported and encouraged to reach for opportunities that promote growth whilst also embracing that we are all individuals and should be treated fairly.

Additional Learning Support

At **School of Marketing**, we encourage all our learners to succeed in achieving their goals, a key part we play in this is helping to remove barriers and help provide the right support. We do this by:

- Supporting you with your disabilities or learning difficulties and providing additional support where required
- Ensuring School of Marketing is complying with the Equality Act 2010, Data Protection Act, safeguarding legislation and SEND code of Practice
- Offering additional 1:1 sessions with tutors/skills coaches and providing additional time with completing projects where necessary
- Carrying out Risk Assessments to ensure our learners environment is suitable for learning

Collecting Data

As part of our **School of Marketing** enrolment process all learners will be given the option to notify us of any disabilities or learning difficulties on their application forms.

All data handled confidentially and sensitively. This data is used to help coordinate and plan appropriate support required and where necessary (with your consent) is shared with key team members, such as dedicated Skills Coaches and Tutors.

How we support you

Our team will work with you and your employer (if you are an apprentice) to plan any adjustments or future adjustments for learners with disabilities or difficulties. If any provisions need to be made then we will share these with you, for example if any specialist equipment is required. These are completely dependent on the individual and their circumstances. We try to be as prepared as possible for our learners needs.

For any physical disabilities that would affect a learner studying or attending our training centre, we would facilitate remote learning and support.

External and Internal Examinations and Assessments



The assessment requirements for achieving your qualification will be fully outlined during our enrolment stage and induction. If there are additional requirements needing consideration it is the learner's responsibility to communicate the need for any reasonable adjustments. These could include the following:

- Extra time or the opportunity to take rest breaks during the exam
- Use of a private room
- Use of any assistive technology

Adjustments after the exam

The **School of Marketing** will look at any special consideration procedures if you have not been able to demonstrate full attainment because of exceptional circumstances.

If you feel you have been disadvantaged during an exam due to circumstances that fall out of your control, for example illness, you may request for special consideration.

We may request for additional evidence such as a doctor's letter to confirm.

We will review each case individually. Please contact our Quality Manager Jane Richardson at Jane@schoolofmarketing.co.uk