

Extended Learning Support Policy

August 2014

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Version Control History

Version Number	Date of Change	Summary of Revisions Made
7	August 2014	Revision supplied by Additional Support Team leader 1 Dec 14. Publication delayed to 30 Jan 15 pending finalising response to SPSO finding following a complaint being upheld. Additional Support Coordinator changed to Additional Support Team Leader. Student Services Manager changed to Head of Student Services. Quality Manager changed to head of Quality. Responsibilities realigned for the Additional Support Team Leader and Additional Support Officer. Para 4.10 amended to show students will be able to access and download their PLSP now that is it stored on an AAM system. Para 4.13 assistive technology added. Para 5.4 Curriculum Head for life, learning and Employment assumes responsibility for ELS activity undertaken by study skills support staff and learning mentors. To be notified to CMT next meeting (March 15). Approved .
7.1	July 2016	Footer updated to reflect new template model Role Title Changed: Vice Principal, Academic; Head of Curriculum, Skills for Life, Learning and Employment.
7.2	December 2018	Change of role to Quality Manager

Extended Learning Support Policy

1 Purpose

- 1.1 The purpose of this policy is to clearly document a framework for Extended Learning Support (ELS) at Perth College UHI, through which an effective and consistent approach can be adopted and a streamlined service provided to students.

2 Scope

- 2.1 The policy applies to all students undertaking mainstream, FE and HE courses at Perth College UHI.

3 Definitions

- 3.1 Extended Learning Support is defined by the Scottish Funding Council (Circular SFC/02/09) as involving "specialised support for individual students with particular educational support needs", and where "the college is providing additional support measures to the student that require additional resources such as additional staff or expenditure and/or using a significant level of the current resources employed or financed by the college".

The definition contrasts ELS with Learning Support which is "available to all students in terms of guidance and counselling and student-centred learning through drop-in or other arrangements".

- 3.2 A Personal Learning Support Plan (PLSP) is a confidential document which supports the provision of ELS and which details the nature of a student's additional support need(s) and any support measures that have been agreed. PLSPs are drawn up in close conjunction with students, regularly reviewed and externally audited on an annual basis.

4 Key Principles

- 4.1 Perth College UHI is committed to supporting all of its students, including those with additional needs, in achieving their educational and personal goals, and strives to provide appropriate and effective support to reflect this.
- 4.2 All students have learning needs and some have additional learning needs, regardless of level of study. The majority of students will have their needs met within Learning and Teaching frameworks, but a significant minority will require Extended Learning Support.
- 4.3 Extended Learning Support provision is most effective when based on an early identification of need. Students will be provided with a range of

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opportunities to disclose additional support needs and every disclosure made will be followed up.

- 4.4 The Student Support Officer will follow up disclosures of need and referrals. The Additional Support Team Leader and Additional Support Officer will work with students in assessing need and determining appropriate support measures.
- 4.5 All students receiving ELS will have in place a Personal Learning Support Plan (PLSP) which will document the process of assessment and arrangement of support measures, and which will be agreed by both the student and the member of staff initiating the Plan.
- 4.6 The student themselves will always be regarded and treated as a central figure in the drawing up and agreeing of their PLSP, and the reviewing of the PLSP.
- 4.7 In some cases, it will be essential that students provide relevant and up-to-date documentary evidence or supporting information in relation to their additional needs in order to allow reasonable adjustments to be made and support put in place. Students will be advised of the nature of the evidence/information as soon as possible and generally during preliminary discussions.
- 4.8 Where appropriate, and with the agreement of the individual student, the Additional Support Team Leader and Additional Support Officer will work in partnership with colleagues in other sectors, institutions and agencies to confirm the nature of the individual's need and relevant details of support measures previously in place.
- 4.9 Even in situations in which the Additional Support Team Leader and Additional Support Officer works in partnership with people other than the student eg parents, advocates, school staff, specialist agencies, the College's core working relationship will remain with the student and as such communications will be directed to or through the student.
- 4.10 PLSPs will be stored securely and within the parameters of the Data Protection Act, and every student will have access to and be able to download a copy of their own PLSP when it is drawn up.
- 4.11 Information contained within, or relating to, a student's PLSP will only be shared with other people in compliance with the Data Protection Act. As such, students will have an opportunity to specify individuals with whom they are happy for information about their support arrangements to be shared and this will be recorded within the PLSP document.
- 4.12 PLSPs will be formally reviewed with the student at least once per academic session and informally on an on-going basis as required.

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- 4.13 The College will invest in appropriate material, ICT and assistive technology resources to support the provision of ELS effectively.
- 4.14 ELS will be provided within the college on a team basis involving the Additional Support Team, the Student Support Team, Study Skills Tutors, Learning Mentors, PATs and teaching staff. A cross-college, team approach is essential in ensuring streamlined, effective support is provided to all students who require it.

5 Responsibilities

- 5.1 The Depute Principal, Academic has overall responsibility for this policy.
- 5.2 The Additional Support Team Leader is responsible for the effective and consistent operation of this policy in relation to the ELS activity undertaken by The Additional Support Team.
- 5.3 Sector Development Directors are responsible for the effective and consistent operation of this policy in relation to the ELS activity undertaken by teaching staff and Personal Academic Tutors (PATs) in their respective areas.
- 5.4 The Sector Development Director – Applied Life Studies is responsible for the effective and consistent operation of this policy in relation to the ELS activity undertaken by Study Skills Support staff and Learning Mentors.
- 5.5 All staff have a responsibility to adopt an inclusive approach in their work with students and where possible, to promote ELS as a strategy to enhance effective learning.
- 5.6 Students will be expected and encouraged to take responsibility for their learning, and to work in partnership with college staff in arranging appropriate and effective ELS measures.
- 5.7 The Additional Support Team Leader is responsible for reviewing and updating this policy.
- 5.8 Quality approval checking of the policy is the responsibility of the Quality Manager who will also arrange for the policy to be posted on the web.

6 Linked Policies/Related Documents

- 6.1 Perth College UHI Extended Learning Support Procedure.
- 6.2 Perth College UHI Equality Scheme.
- 6.3 Perth College UHI Guidance Policy.
- 6.4 Perth College UHI Student Mental Health, Well-being and Counselling Policy and Procedure.

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7 Relevant Legislation

- 7.1 Disability Discrimination Act (2005).
- 7.2 Additional Support for Learning Act (2004).
- 7.3 Mental Health Act (2007).
- 7.4 Mental Health (Scotland) Act (2003).
- 7.5 Data Protection Act (1998).
- 7.6 Equality Act (2010).

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