

Full name

date of birth

address

Postcode

telephone

mobile

email

I give my permission for this information to be shared with members of the **Study Support** and **Teaching Teams**, as appropriate.

Signature:

Date

Equalising Opportunities

At Cambridge Regional College we work hard to eliminate discrimination and are fully committed to equalising opportunities irrespective of age, gender, race, disability/support needs, sexual orientation, religion or background.

All advice, guidance and support services will be provided impartially and confidentially as appropriate. If we find that we are unable fully to support your needs, we will refer you to other specialist agencies who will be able to help.

We welcome feedback on our services to enable us to continually develop and improve. If you have any suggestions as to how we can improve, we would be pleased to hear from you. Please contact us via the number on this leaflet, or phone our main switchboard and a form will be sent to you.

If you require this information to be available in alternative formats eg large print, Braille, on tape or CD please contact us via the number on this leaflet.

Study Support



All details are correct at time of going to print, June 2010.

Study Support at Cambridge Regional College

Study Support at CRC is divided into two main categories:

Learning Support

Students with Specific Learning Difficulties, such as Dyslexia and Dyscalculia, can receive support from specialist staff who are not only familiar with their specific learning needs, but also with their curriculum area.

Support staff work with students to help develop their functional skills – reading, writing and numeracy – as well as study, research and organisational skills. Support can be allocated for in or outside of classes and can be 3:1 or 1:1, depending on assessed need.

The Study Support team based in each curriculum area work with tutors to make sure that course materials are fully accessible. You can discuss your learning support needs at any time with either your personal tutor or with the Study Support staff based in your learning area.

Personal Support

Personal Support is provided by specialist staff who are trained to work with students with a range of sensory, physical and other access needs and support is tailored to the specific needs of the individual.

Personal Support can be arranged for:

- **Visually Impaired/Blind students**
Support includes sighted-guides, braille, adapting materials, visual description and advice on assistive technologies to enable access to computer programs, etc.

- **Students with Physical Access needs**
Support includes mobility, personal care, notetaking and loan of assistive equipment.
- **D/deaf students**
Support includes British Sign Language or Sign Supported English Communicators, note-taking, mentoring and 1:1 support to help to develop written language skills.
- **Students with Autism Spectrum Conditions**
Support includes study and communications strategies, mentoring and life skills.

Where to find us

The Personal Support team is located at College's Science Park campus and can be contacted by visiting the Centre or by telephone on 01223 418966. Advisers are available from 8.30am to 5.00pm Monday to Thursday and 8.30am to 4.30pm on Friday.

Access Arrangements

Extra time, readers, scribes and other access arrangements for exams are co-ordinated by the Personal Support Team in liaison with the Assessment Team and Exams Office at Cambridge Regional College.

If you have a Statement of Educational Need, Medical Information or a Specialist Report indicating the need for Access Arrangements in exams, please ensure that your personal tutor is aware of this when you come to College.

If you would like this leaflet in a different format, eg large print, braille, please contact the Information and Advice Team on 01223 226315 / 418249 or on Minicom 01223 418243.

Study Support Application Form

You can use this form to request Study Support of all types. You just need to tell us what kind of support would be helpful and we can then arrange to meet you to discuss this.

Please tell us which course you are attending:

1

If you would like **Learning Support**, this form should be completed and sent to the Admissions Office OR (if a name appears below) direct to your curriculum area. Room No:

In the box below, please state what help you would like:

2

If you would like **Personal Support**, please tell us which of the following apply to you and return the completed form to the Admissions Office.

D/deaf Support

Visual Impairment Support

Autism Spectrum Condition Support

Physical Access Support

Language Impairment Support

Other:

Supporting **YOU** through your learning programme