



The Inclusion Handbook



Inclusion and Support at Derby College Group

**We celebrate what makes us different and
how we can make a difference together!**



Welcome to **Inclusion and Support** at Derby College Group

Derby College Group (DCG) is an inclusive, inspirational and innovative learning community, predicting and serving the needs of every student. If you have an inclusion need (learning difficulty or disability) the Inclusion and Support Service at DCG can support you to maximise your potential and reach your goals.

Personalised (centred around you) support is available on all College sites and could be in the classroom, outside of the classroom, during exams, equipment, modifications and/or in and around the wider College environment. This support aims to enable you to access all the opportunities the College has to offer and help you have the most positive experience whilst studying at DCG.

Whatever inclusion need or disability you may have, we can offer tailored support to match your individual needs.

Every year DCG enrolls approximately 5,000 full-time students. 1 in 5, or 20%, of these students will have an inclusion need or have had an alternative route into College (home schooled, attendance at PRUs, alternative education etc).

Everyone feels nervous starting somewhere new, and meeting new people. Whoever you are, and whatever needs you may have, you can be confident that DCG is an inclusive environment where it is not just safe to be different, it is brilliant to be different!

We are supporting you all the way.

Yours faithfully

Sarah Le-Good (Inclusionist!)
Director of Inclusion and Support



Meet the Inclusion Team

#Inclusionists

Who Delivers the Support?

The types of support we offer are:

- Support at interview (if requested at application)
- Support planning to establish what we need to do
- Transitional support
- Individual tutorials
- In-class support
- Mobility support
- Note taking
- Communication support
- Specialist resources and equipment e.g. laptops with specialist software, dictaphones, livescribe pens etc.
- Counselling, well-being / resilience support
- Modification of learning materials e.g. into braille
- Personal care
- Exam access arrangements
- Baserooms / Inclusion Trainers

Inclusion and Support Specialists

Inclusion and Support Specialists meet students, complete relevant paperwork, create Inclusive Teaching Plans and deliver 1:1, and small group, teaching sessions. All staff are experienced teachers who have a passion and professional interest in inclusion.

Inclusion and Support Trainers

Inclusion and Support Trainers offer accessible workshops that shares strategies and promotes your independent study skills. The team offer on site and virtual inclusive spaces at all college

sites to meet your individual needs. Our Inclusion Trainers can discuss other support services you may require during your time at DCG.

In Class Support: Educational Support Workers (ESWs)

Education Support Workers work alongside curriculum tutors in the classroom. All ESWs are experienced, hold relevant qualifications and have a specific professional interest in one or more specific learning difficulties and/or disabilities.

Communication Support Workers (CSWs)

Communication Support Workers specifically support Hearing Impaired or Deaf students in the classroom using sign language or note-taking. All CSWs are experienced, hold relevant BSL qualifications and have a professional interest in supporting Hearing Impaired or Deaf students.

All staff operate with impartiality and confidentiality.

Exam Access Arrangements (EAA)

Access arrangements are adjustments made to exam conditions for individual students, based on their needs and their normal way of working. They ensure that all candidates have the same opportunity to be successful in their exams, and include reasonable adjustments for those candidates with an inclusion need or disability.

So that we can provide this support we will:

- Invite you to visit the college before you apply
- Make arrangements to support you at interview (if requested)
- Meet with you to discuss your needs and complete a Inclusive Teaching Plan and plan transition (See '**What is an Inclusive Teaching Plan?**' section)
- Attend Education Health Care Plan (EHCP) meetings and reviews (if applicable)
- Put support in place to enable you to access the opportunities you require to achieve
- Make alternative arrangements at enrolment if you require it (See '**Supported Enrolment**' section)
- Review your progress on a regular basis with teaching staff to share the relevant information and provide updates regarding your support
- Support teaching staff with information and training about specific learning difficulties and disabilities
- Work with you to review your support and see your independence grow
- Discuss and agree any changes that will be made to your support with you
- Enable independence where we can
- Support your achievement and progression
- Act in an inclusive and person-centred way at all times

Will you be requesting the same exam support as you've had at school?

You will need to provide a copy of one of the following from your previous school or centre of learning before we can review access arrangements for you at College:

- Form 8 report
- Access Arrangements Online (AAO) approval
- Centre File Note
- Confirmation of your previous exam access arrangements (on letter headed paper or an email from previous school/centre of learning)
- EHCP

The deadline for you providing this evidence is October half-term.

Please contact your school or previous centre as soon as possible.

How to Access Inclusion Support at DCG

1

Application

If you have an Inclusion need (learning difficulty or disability) answer 'yes' to these questions on your application and include as much relevant information as possible.

If you are uncertain about what to put please contact the team.

Email us at: inclusionandsupport@derby-college.ac.uk

2

Interview

If you have indicated that you have an inclusion need and/or that you had support at school you will be contacted by your preferred contact method to discuss this.

If you have requested support at interview then we will be available.

3

Support Planning

If you are successful at interview and given an offer then you will be contacted by us to book in a time suitable for you to attend college to create your Inclusive Teaching Plan (see '***What is an Inclusive Teaching Plan?***' to find out more).

If you haven't already done so, you will be asked to provide evidence of a learning difficulty or disability and/or any support you received at school. This is **VERY IMPORTANT** as we will not be able to process the request for your support without this. The deadline for providing evidence for EAA is **October half term**.

4

Enrolment

- It's important that you have the best possible experience during your exciting new start at college. The Inclusion Team are available to support you through this process.
- During enrolment, please come and chat with the Inclusion Team and if you haven't already, share with us the support you've received in the past.



Inclusive Teaching Plan

An Inclusive Teaching Plan is a document created by a student with the support of inclusion. The plan will contain information about the things you may find difficult and the strategies to overcome the barriers you may encounter at college. The plan will be written from your perspective, in plain and direct language informing everyone working with you what your normal way of working is and what to do to help you.

Supported Enrolment

Enrolment is the start of an exciting new chapter in your education. During this time you will meet new people and receive information ready for you to start. Supported enrolment is not a different experience, just one tailored to you. Supported enrolment will be discussed with you during your transition and support planning before enrolment takes place.

Not all the Inclusion Team communicates through BSL but we know some people who do and they will be available during interview, enrolment and your time at college.

Advice and Guidance

Here to help you - the Student Journey Teams at DCG

The Student Journey Teams will support you through every step of your journey at DCG, even before you apply.

They will assist you during enrolment, while you are on your programme of study, and when you are deciding on your next step after College – whether that's employment, an apprenticeship or further study such as higher education.

The Student Services Team

The Student Services Team is here to provide you with the information, advice and guidance you need. The team offers:

- Course information and enrolment
- ID cards
- b_line cards/travel information
- Meal passes
- Student support referrals
- Financial support
- Referrals to outside agencies: Space, the Youth Service, Derby City Council (health issues) and Derby Emergency Housing.

You will find a Student Services desk at all of the main campuses or you can ring the main College number and ask for the Student Services Team at your campus.

Welfare Team

The Intervention Support Team is here to help you overcome any problems you might have while you are studying at DCG. These might include money worries, not settling in at College, getting

behind with your work, problems at home or issues with your peers in class or around College.

There is a member of the Intervention Support Team based at each of the main campuses and you can make an appointment to see them. Your tutor/ Personal Coach can also refer you if they feel you need some extra support.

The Careers Team

Our experienced Careers Team is available to help you make a well informed and realistic decision about your career. In addition to providing careers education and guidance while you are on your course, we offer a range of careers advice services to enable you to realise your full career potential.

Counselling

The College Counselling Service is available for all full-time and part-time students. We offer you the opportunity to meet with a counsellor in a confidential, non-judgemental setting to discuss any difficulties or personal problems you may face.

Preparing for an interview?

Interviews are daunting experiences. If you would benefit from preparing your answers in advance, please download a copy of our 'Preparing for Interview' worksheet at:

www.derby-college.ac.uk/prepforinterview

Student Experience and Progression Coaches

Your Personal Coach will play a vital role in helping you to make the most of your time in College. They will help you to develop your personal and employability skills and make sure you are getting any support you need. They will:

- Introduce you to the College and the other students on your course, show you where things are and explain how everything works.
- Help you to identify and access any support you may need.
- Help you to develop an Individual Learning Plan and set personal development and employability targets.
- Liaise with your parents/carers/ sponsors if you are under 18 where necessary.
- Maintain contact with you and make sure that you receive all essential information.
- Carry out a one-to-one Progress Review meeting. This will help you to reflect on the progress you have made towards your targets; highlight any issues that might be preventing you from fully engaging with your course; help you to take action to address these; and challenge and support you to achieve your full potential.
- Help you to plan your next steps when your current course comes to an end and help to prepare you for the world of work.



Clubs and Societies

Here to help you - the Student Journey Teams at DCG

At DCG there are lots of different clubs and societies for you to get involved in.

Many of these will be via the Student Union. The Student Union is run by students for students, Derby College Students' Union (DCSU) is here to represent YOU. Independent from the College and democratically controlled by students, we promote your diverse interests and needs throughout your time at College.

The Student Union champions the student voice so YOUR input is crucial to ensure you have the best student experience. Let the Student Union know your views on how to improve the College and your Union by getting involved. We provide a wide range of services to help you develop new life skills and support you through difficult times. We also run activities to make your time at College even more enjoyable.

Spectrum Club

Spectrum Club is organised and led by in class support on all sites during every lunchtime. It is a time and space for students who prefer a quieter environment, and less fuss to meet, eat lunch and enjoy shared interests (TV shows, games, activities etc.

“The Students’ Union is the voice of the students. It’s autonomously run by elected student volunteers so – if there’s something you want to see happen or something you want to change - then get involved!”

Sagar Johnson

DCSU President 2019-20



The Student Journey

Your step-by-step guide starts here

1

Decide on your career pathway

- Check out Career Coach on the DCG website. It offers a wealth of information on a broad range of careers, including helpful descriptions of what each job entails and any qualifications you might need.
- Use Kudos – a career matching software program to find out what jobs your skills and interests are best suited to.
- Explore different careers via the 'job profiles' section on the National Careers Service website.
- Gain some relevant experience. Volunteering, work experience through school, a Saturday job or a holiday job could help you decide on your future direction. It will look good on your CV too.

2

Research your options

- Attend an open day or information evening at DCG to discover the exciting opportunities on offer.
- Take part in one of our taster sessions which will give you a real insight into what it's like to study a particular subject.
- Speak to a careers adviser or teacher. They can give you advice about your options and where to find more information.

3

Take our advice

- If you're still unsure, contact our Student Services on **0800 028 0289**.
- They can offer you information, advice and guidance to ensure you're choosing exactly the right study programme to meet your needs and ambitions.
- We promise you relevant, up-to-the-minute advice. The quality of the support we offer has been recognised with the IAG Matrix Award and Career Mark accreditation.

4

Submit your application

- There's no deadline for applications – but the sooner you apply online, the sooner you'll secure your place.
- Visit www.derby-college.ac.uk/careers-courses to apply direct. Look up your chosen course – there is an application form on every page.
- If you have any problems submitting your form electronically, contact us straight away.
- If you are unable to apply online, contact Student Services who will help you complete your application form.

5

Benefit from dedicated assistance

- Once you've applied, you will be allocated a Student Services Adviser.
- They will act as your dedicated adviser, ensuring your application is processed and your interview with the College is arranged.



6

Come for an interview and taster



- When we receive your application, we'll write inviting you for an interview and a taster in your chosen career path where appropriate. A Level applicants are asked to complete a Personal Statement (which will help inform the decision on whether to offer you a place on the A-level programme) and attend taster sessions. (A Level applicants are not required to attend an interview).
- We will create your Inclusive Teaching Plan at this stage and this is done with you. These strategies will then be shared with your delivery team.

7

Accept your offer of a place



- Once you've been interviewed, we'll write to let you know the outcome. If you've been offered a place, it could be conditional on exam results such as GCSEs.
- When you have your conditional offer, you'll be 'enrolled' at the College. You will need to get in touch with us to accept or confirm your offer.

8

Prepare for College



- During August you will receive Welcome information, which will contain details about your enrolment.
- On GCSE results day, we hold a special event to give you further advice based on your results.

9

Enrol online



- Enrolment will be mostly online from mid to late August.
- As part of the online enrolment process you'll be asked to check and sign your Student Learning Agreement and provide ID.
- Information about your start date will be provided.

10

Become part of the College



- The first week of term is classed as an induction, including an introduction to your course.
- Support during your induction will be available.
- You'll receive your DCG ID card at induction.
- You will be shown/told how to access the online Student Handbook, given a DCG email address and access to our online learning space, Moodle and My Day.
- You'll be allocated a personal coach who will work with you throughout your time at College and help ensure you achieve a positive destination after your course.

Our entry requirements



- You'll find entry requirements for each course on our website. We accept the IGCSE on our courses and give it equal value to the GCSE.
- But it's a good idea to discuss your career plans and qualifications profile with our staff. Just attend one of our open days or information evenings for friendly and up-to-date advice on the right course to suit your needs.

How to Get to College and Our Locations

Transport routes to College

We are easy to reach, with central campuses in Derby and Derbyshire all served by good public transport links.

To find out more about:

How to plan your journey to College

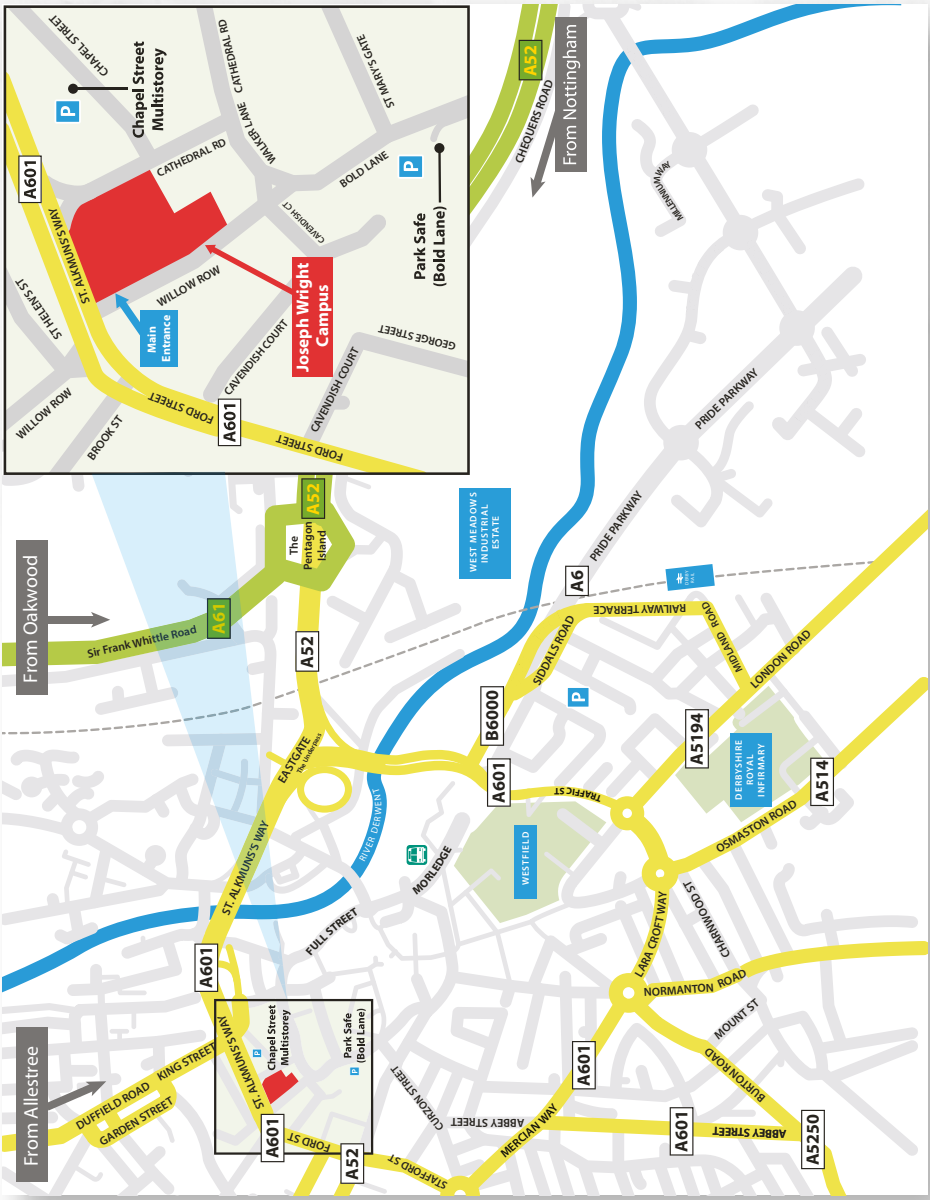
- Public transport links
- FREE Derby College Bus Service
- Alternative cut-price travel options available to you.



visit: www.derby-college.ac.uk/student-support/derby-college-transport

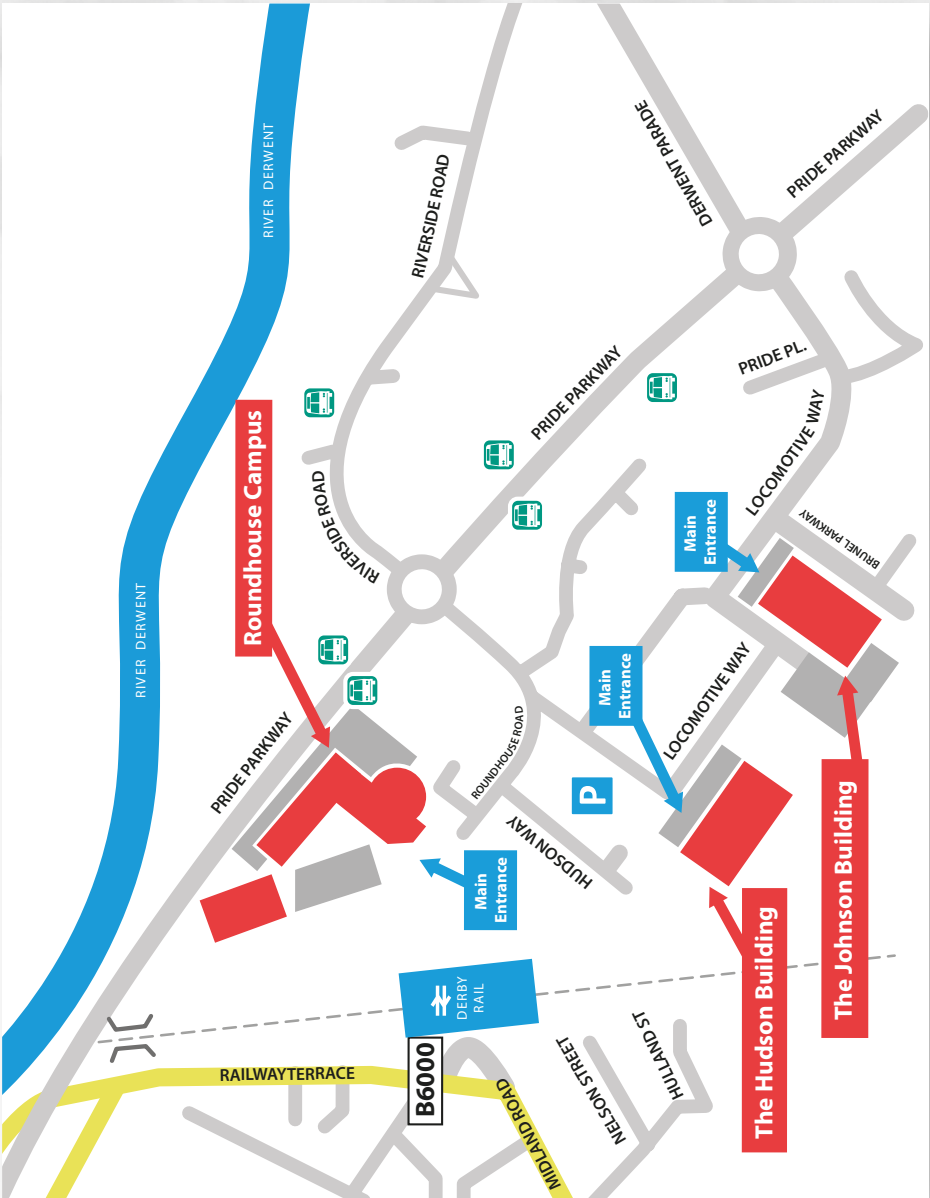
The Joseph Wright site location

Cathedral Road, Derby DE1 3PA



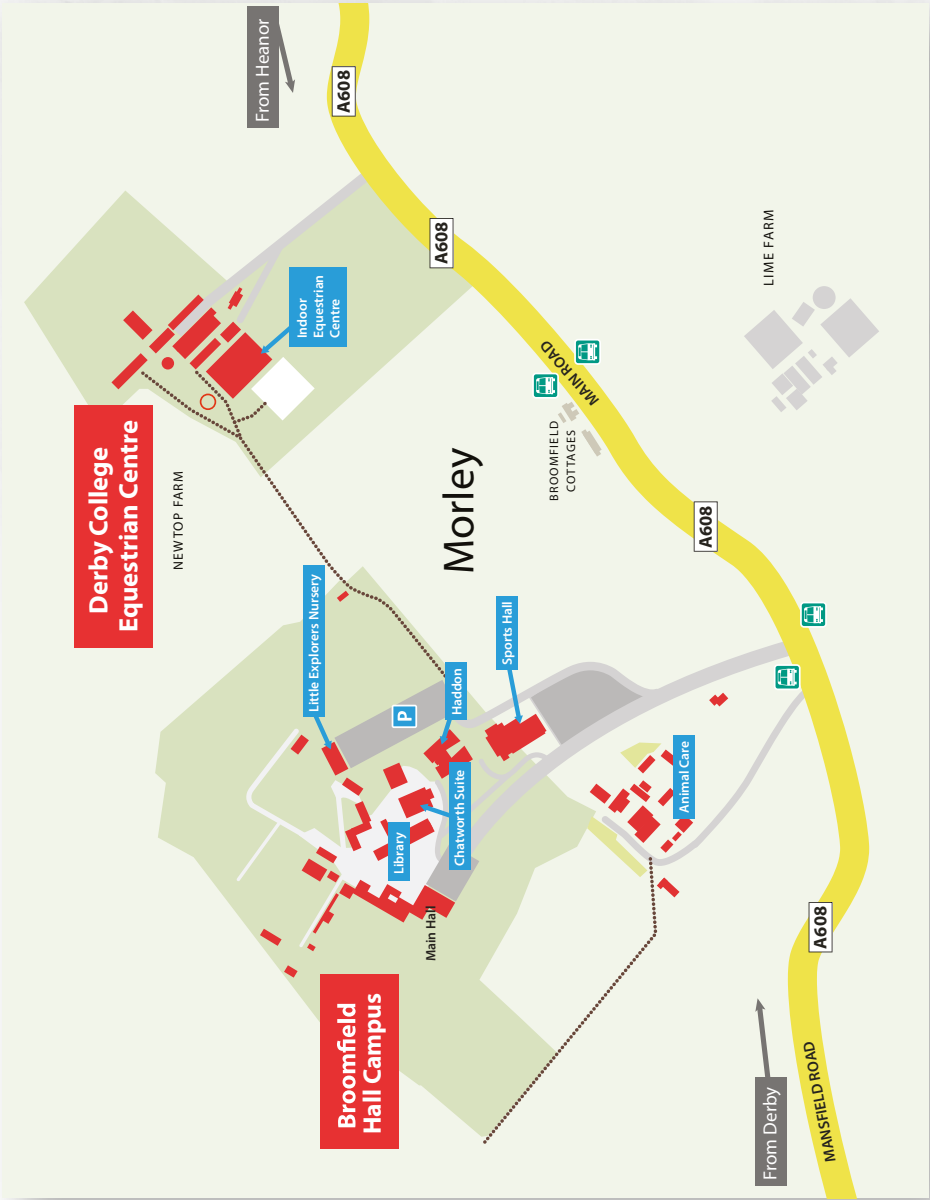
The Roundhouse site location

Roundhouse Road, Pride Park, Derby DE24 8JE



Broomfield Hall site location

Morley, Ilkeston, Derby DE7 6DN



The Community College, Ilkeston site location

2 Pimlico, Ilkeston DE7 5JS



“Don't just take our word for it, listen to our students.”



“ Since I've come to Broomfield Hall I've gained a lot of confidence, independence and hands on experience.

I'd definitely say that anyone that comes into college would be in good hands. ”

Hope, 19



“ I had many visits to Derby College Group to make sure the building and the overall environment suited my needs.

DCG allowed me to create and go through with a personalised study programme. ”

Ahmad, 17



“ My 3 year thing was my level 3 IT qualification, which would have normally been 2 years but for me it's been adapted over a period of 3 years.

In year 1 I did 3 units, year 2 I did 5 units and year 3 I did 5 units which makes a total of 13 units.

This 3 year study programme has helped me be successful because it's made the workload manageable. ”

Will, 20





The Roundhouse
Roundhouse Road
Pride Park
Derby
DE24 8JE



The Joseph Wright Centre
Cathedral Road
Derby
DE1 3PA



Broomfield Hall
Morley
Ilkeston
Derby
DE7 6DN



The Community College
2 Pimlico
Ilkeston
Derbyshire
DE7 5JS



CONTACT US

You can talk to us about your support needs before you apply to College, at enrolment or at any time during your course. We'll be happy to help.

You can contact us by email at:

Inclusionandsupport@derby-college.ac.uk

 @DCG_Inclusion