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**Equality and Diversity Policy**

Version: 1.0

**Purpose**

This policy aims to ensure that students and staff are treated with respect and that the College does not discriminate against individuals regardless of gender, age, disability, sexuality, religion, race or ethnic group.

Where needed, the College may provide reasonable support, advice and resources to allow access for students with learning difficulties and physical disabilities.

**Scope**

BTEC Management , MCTC Management , Student Service , Students

**Policy**

* The Administrative Officer will hold a meeting with the BTEC Management committee if a student has complex learning difficulties and disabilities prior to offering a place to the student in order to ensure the College is able to meet his/her needs.
* Students who have declared a disability on their application form will be invited by the Programme Leader or Student Service Officer prior to enrolment to discuss support needed and to establish the facilities that the College can provide which will be made clear to the prospective student.
* It is the best that student can provide supporting documentation for their disability
* Student Service Officer will determine the necessary support for the student to be able to attend the college.
* The College will collect feedback from disabled students annually
* If a student is dissatisfied with the proposed arrangements or support, he/she may contact the management.

Following are example arrangement for student with disabilities

* 25% extra time in an tutorial or reasonable extension in coursework submission.
* Individual room with a separate invigilator
* Identification of scripts or assignments by a coloured sticker, to ensure that students with specific learning difficulties are not penalised for typical dyslexic spelling and syntax errors.
* assignment briefs or examination papers provided in alternative formats e.g. enlarged font, specific typeface.
* Provision of rest periods in excess of ten minutes per hour. Rest periods should be provided in addition to any extra time arrangements.
* Provision of an ergonomic chair, height adjustable desk, or other item of specialist equipment.
* Video lecturers

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| Person Responsible | CEO , Programme Leader , Quality Nominee , Student Service Officer |
| Approval Date |  |
| Version Number | 1.0 |
| Approved by | CEO |
| Date of next formal review |  |
| Status |  |