

Heathrow Aviation Engineering UTC Disability Access Statement

Introduction

Heathrow Aviation Engineering University Technical College (UTC) is an inclusive organisation and is committed to the fair and equal treatment of all individuals regardless of disablement. The UTC welcomes applications from people with disabilities to join the UTC community as students and employees.

Aim

The aims of this statement are to ensure that:

- applications for admission from all potential students are considered in line with the published admission arrangements;
- applications for employment are considered and assessed on the basis of the applicants' aptitudes, abilities and qualifications;
- disabled employees and students have access to the appropriate support and adaptations to enable them to be fully included in the life of the UTC;
- the views of individual students or employees are taken into account at all times when their requirements are being assessed;
- all students are fully integrated into the UTC and individual needs are assessed and supported as far as is practicable within a mainstream educational establishment;
- employees working with disabled people, either as colleagues or as students, have appropriate information, support and training;
- the UTC takes steps to enable employees and students who become disabled during their time at the UTC to continue in their chosen career or course of study as far as is practicable;
- disabled members of the public can fully participate in public events held within the UTC;
- so far as is reasonably practicable, the UTC premises are accessible and safe for disabled people; and
- no disabled student or employee is treated less favourably because of their disability.

Operation

The Special Educational Needs & Disability Coordinator (SENDCo) is responsible for ensuring that employees and parents/guardians are made aware of this policy and that the Disability Code of Practice, set out below, is followed. (Throughout this policy, the term "parents/guardians" means all those having parental responsibility for a child.)

The Principal and the Board of Governors will have overall responsibility for ensuring that this policy statement is implemented.

Disability Code of Practice

Environment

Any future building projects will be considered at the planning stage for accessibility and usability by people with disabilities.

Evacuation procedures and escape routes for students and employees with disabilities will be carefully planned and published.

Students

Applications will be considered in line with the published admission arrangements for all students. An applicant's disability will not prevent him/her from being offered a place and integrated into the UTC unless:

- the content, structure and delivery of the curriculum are such that the student would be prevented from fulfilling a major part of it; or
- the UTC would be unable to provide suitably trained employees or facilities to allow the requirements of the National Curriculum to be met.

The UTC will aim to provide students with a disability with the appropriate support to enable them to be fully integrated. The UTC will not treat a student with a disability less favourably than any other student and will make reasonable adjustments to ensure the full participation and integration of disabled students.

As far as resources allow, the needs of disabled students will be taken into account in the design, structure and flexibility of teaching methods and delivery. Where a curriculum area is organised in such a way that a disabled student cannot fully participate, alternative provision will be made.

Students with a disability, or who become disabled whilst studying at the UTC, will be given appropriate support from employees to enable them to have equal access to the curriculum. Individual needs will be considered and addressed by all curriculum areas in collaboration with the SENDCo and an Individual Education Plan drawn up on an annual basis.

The UTC recognises that special arrangements may be required to enable students with disabilities, including specific learning difficulties, to exhibit their capabilities and knowledge. Special arrangements will be made to enable such students to perform to the best of their ability by meeting their individual needs. The UTC will liaise with the relevant Examination Boards in such instances. Students and parents/guardians will be made fully

aware of the process for making special arrangements for assessment and examinations by the SENDCo.

Employees

Wherever practicable, the UTC will:

- consider and seek to employ disabled people in jobs suited to their aptitudes, abilities and qualifications in line with the Equality Act (2010) and Disability Discrimination Act (2005)
- ensure that employees with disabilities are considered for promotion according to their aptitudes, abilities and qualifications.
- ensure that disabled employees are not disadvantaged when the renewal of fixed-term contracts is being considered.

Employees, who become disabled during their employment by the UTC, so far as is practicable, will continue to remain employed by the UTC subject to review by the Principal and the Board of Governors. This review will assess their ability to carry out the duties of their post. Help from related professional organisations may also be sought when considering not only the possible effects of the disability but also other consequential disadvantages, such as loss of status or financial loss.

The UTC will endeavour to make any reasonable adjustments to enable the employee to continue in post. However, options might include:

- continuing in the same post
- a gradual return to work
- a reduction in hours
- redeployment
- premature retirement on grounds of incapacity
- termination of employment.

In cases where a disability is a degenerative, progressive condition that develops over time, careful consideration should be given to the selection of the most appropriate option(s).

The UTC will make reasonable changes to work practices and, where possible, the workplace to enable disabled people to work successfully, including those employees who become disabled whilst employed.

The UTC will ensure that a programme of training is offered to employees to increase their awareness of students with disabilities and inform them of appropriate action to be taken when delivering the curriculum. Teaching assistants will support teaching staff as required to help ensure that disabled students have equal access to the curriculum.

Monitoring and Evaluation

The Board of Governors and Principal will monitor the operation and effectiveness of the UTC's Disability Access Statement at specified intervals.

Date created: June 2014

Date agreed: 9th June 2014

Date of Review: November 2017

Date of Next Review: November 2018

Appendix 1
3 Year Accessibility Plan for 2017 - 2020
Improving the Curriculum Access

Target	Strategy	Outcome	Time-frame	Achievement
Training for teachers on differentiating the curriculum	Undertake an audit of staff training requirements	All teachers can more fully meet the requirements of disabled students' needs with regards to accessing the curriculum. Meeting time is devoted to sharing of good practice/differentiated resources.	Ongoing	Increase in access to the Curriculum. Needs of all students are met
Training for teachers on differentiating the curriculum	Review the specific needs for pupils living with a disability, in terms of basic daily living skills, relationships and future aspirations.	Teachers are aware of the relevant issues and can ensure that this group has equality of access to life-preparation learning. The use of other professional partners has been made available.	Ongoing	Needs of all students are met. Good progress made by all learners
All out-of-UTC activities are planned to ensure the participation of the whole range of students	Review all out-of-UTC provision to ensure compliance with legislation	All out-of-UTC activities will be conducted in an inclusive environment with providers that comply with all current and future legislative requirements	Ongoing	Increase in access to all UTC activities for all disabled pupils

Classrooms are optimally organised to promote the participation and independence of all students	Review and implement a preferred layout of furniture and equipment to support the learning process.	Lessons start on time without the need to make adjustments to accommodate the needs of individual students. All students are included in the learning	Ongoing	Increase in access to the Curriculum Needs of all students are met
Ensure curriculum access requirements are reviewed and arrangements made are suitable for each intake.	Conduct an annual review of the student intake and liaise with key stakeholders to include students, staff, parents' governors and sponsors	Stakeholders engaged, and any further/new requirements are met.	Ongoing	Increase in access to the Curriculum. Needs of all students are met
Ensure that curriculum access requirements meet Health and safety standards.	Engage London Borough of Hillingdon Health and Safety Inspector to conduct an annual review access requirements.	Facilities meet current Health and Safety legislation.	Ongoing	Increase in access to the Curriculum. Needs of all students are met

Improving the Delivery of Written Information

TARGET	STRATEGY	OUTCOME	TIME-FRAME	ACHIEVEMENT
Availability of written material in alternative formats	The UTC will make itself aware of the services available for converting written information into alternative formats as required	The UTC will be able to provide written information in different formats when required for individual purposes as required	Ongoing	Delivery of information to students improved
Make available UTC prospectus and other information for parents and carers on website and in paper format	Review all UTC publications and promote the availability in different formats	All UTC information available for all	Ongoing	Delivery of UTC information to parents and the local community improved
Review documentation with a view of ensuring accessibility for students with visual impairment	Get advice on alternative formats and use of IT software to produce customised materials as required	All UTC information available for all as required	Ongoing	Delivery of UTC information to students & parents with visual difficulties improved.

Ensure that parents and carers receive information from UTC in a format of their choice	Survey parents to gain information regarding their choice of format (paper or email communications)	Parents and carers will receive information in the medium of their choice	Ongoing	UTC is more effective in meeting the communication choices of parents and carers. Staff will be aware of preferred format for communications amongst parents/carers
Ensure that all UTC communications use plain English	A member of SLT to check all communications to parents/carers before distribution	All communications will be easy to read and have clarity of purpose	Ongoing	Parents and carers will be clear as to purpose of communications