



University of the  
Highlands and Islands  
Argyll College

Oilthigh na Gàidhealtachd  
agus nan Eilean  
Colaiste Earra-Ghàidheil

## Extended Learning Support Policy

Policy Number:	
Revision Number:	1
Date of Issue:	March 2016
Status:	Approved
Date of Approval:	February 2016
Responsibility for Policy:	Student Services Manager
Responsibility for Implementation:	Student Services Manager
Responsibility for Review:	Student Services Manager
Date of Last Review:	2 <sup>nd</sup> February 2016
Date of Last Revision:	2 <sup>nd</sup> February 2016
Date of Next Review:	2 <sup>nd</sup> February 2019
Date of Equality Impact Assessment:	24 March 2017

## 1. Policy statement

- 1.1. Argyll 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. 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.

## 2. Purpose

- 2.1. The purpose of this policy is to outline Argyll College UHI's framework for providing Extended Learning Support (ELS), ensuring an effective and consistent approach is taken to assess and deliver relevant and appropriate learning support to students

## 3. Scope

- 3.1. This policy applies to all students undertaking mainstream, FE and HE courses at Argyll College UHI.

## 4. Definitions

- 4.1. The Further and Higher Education (Scotland) Act 2005 defines a person as having educational support needs if "the person needs support for the purpose of overcoming a difficulty in learning", and that person has "significantly greater difficulty in learning than the majority of other persons within the same age group."
- 4.2. A person would not be considered to have a support need if the learning difficulty arises solely from being taught in a language other than their first language.
- 4.3. The Scottish Funding Council defines Extended Learning Support (ELS) as "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".
- 4.4. The definition contrasts ELS with Learning Support which is available to all students through tutor support, guidance or other arrangements.
- 4.5. 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.

## 5. Key Principles

- 5.1. Students will be provided with a range of opportunities to disclose additional support needs and every disclosure made will be followed up. The Student Services Manager will follow up disclosures of need and referrals. Where appropriate the Student Services Manager will work with students in assessing their need and determining appropriate support measures.
- 5.2. 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. 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.

- 5.3. 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.
- 5.4. Where appropriate, and with the agreement of the individual student, the Student Services Manager 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. Even in situations in which the Student Services Manager 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.
- 5.5. PLSPs will be stored securely and within the parameters of the Data Protection Act, and every student will be able to have access to a copy of their own PLSP when it is drawn up. 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.
- 5.6. PLSPs will be formally reviewed with the student at least once per academic session and informally on an on-going basis as required.
- 5.7. The College will invest in appropriate material, ICT and assistive technology resources to support the provision of ELS effectively.
- 5.8. ELS will be provided within the college on a team basis involving the Students Services Manager, Student Support Assistants, Centre staff, PATs and teaching staff. A cross-college, team approach is essential in ensuring streamlined, effective support is provided to all students who require it.

## **6. Responsibilities**

- 6.1. The Student Services Manager is responsible for the effective and consistent operation of this policy in relation to the ELS activity undertaken by Student Support Assistants.
- 6.2. 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.
- 6.3. 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.

## **7. Linked Policies/Related Documents**

- 7.1. Argyll College UHI Extended Learning Support Procedure.
- 7.2. Argyll College UHI Equality and Diversity Policy.

## **8. Relevant Legislation**

- 8.1. Data Protection Act (1998)
- 8.2. Education (Additional Support for Learning) (Scotland) Act (2004)
- 8.3. Disability Discrimination Act (2005)
- 8.4. Education (Additional Support for Learning) (Scotland) Act (2009)
- 8.5. Equality Act (2010)