



The Learning Support Handbook



Learning Support at Derby College Group

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



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

Derby College Group (DCG) is an inspiring, creative, and supportive learning community, that provides and serves the needs of every student.

The Learning Support Team provide support and encourage all students to maximise their potential and reach their goals. Reaching this potential may require elements of personalised support such as, in and out of class support, advice and guidance on the use of resources and equipment, and much more. This range of support is a vehicle to enable students to access all the opportunities that the college has to offer. Our consistent aim is to ensure all students experiences are positive and engaging.

Every year DCG enrolls approximately 8,000 students. Each year we offer a vast amount of support to a range of students from varying backgrounds, experiences, and needs. We provide a person-centred approach and focus our offer of tailored support to match your individual needs. The Learning Support Team can ensure all students that we are here to support your academic journey here at DCG.

Sophie Sanderson
Team Manager - Learning Support



Who Delivers the Support?

The types of support we offer

- Support at interview (if requested at application)
- Support planning to establish the support we can offer you
- Transitional support to provide experience of college life
- In-class support (shared classroom support)
- Out of class support (baseroom support)
- Mobility support
- Communication support
- Specialist resources and equipment e.g. laptops with specialist software, dictaphones, live scribe pens, and much more
- Modification of learning resources e.g. braille
- Personal care

Learning Support Trainers

Learning Support Trainers provide specialised knowledge and delivery at DCG, such as offering accessible workshops, 1:1 sessions and creating 'Teaching Support Plans'. All Learning Support Trainers provide support and strategies to promote your learning and independent study skills, as well as a space safe for you to visit each day.

Learning Support Co-ordinators

Learning Support Coordinators manage the day-to-day operations of Learning Support Assistants (LSA's) support to ensure that support is deployed effectively across our campuses. All staff are experienced in management and leadership to ensure our LSA team provide the upmost quality in service.

Learning Support EHCP Co-ordinators

Learning Support EHCP (Education Health and Care Plan) Coordinators manage the day-to-day support and management of all EHCP students across the college, such as leading on all EHCP Annual Reviews. All staff are experienced in SEND and leading with supporting and working with young people and families with EHCP's.

Learning Support Assistants

Learning Support Assistants provide in class support across all curriculum areas, and closely work alongside curriculum tutors to aid students learning and support journey here at DCG. All Learning Support Assistants are experienced members of the team, who have for many years supported a range of students with varying learning support needs.

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 a learning support need.



Who Delivers the Support?

The level of support we can provide you

- Meet with you to discuss your needs and complete a Teaching Support Plan
- Invite you to visit the college before you apply
- Plan to support you at interview (if requested at application)
- Meet with you to discuss your needs and complete a Teaching Support Plan and plan transition (See 'What is a Teaching Support Plan?' section)
- Attend and lead 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
- Review your progress on a regular basis with curriculum staff to share the relevant information and provide updates regarding your support
- Support curriculum staff with education and training about specific learning support needs
- 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
- Promote independence and growth
- Support your achievement and progression

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. Students sitting GCSE Maths and/or English re-sits in November will need to provide their evidence by the middle of September.

Please contact your school or previous centre as soon as possible for the above evidence and send your evidence to:

EAA@derby-college.ac.uk

Teaching Support Plan

A Teaching Support Plan is a document created with a student and a member of the Learning Support Team. The plan is created to inform and support a student's journey by identifying the aspects of learning that students may find difficult and provide supportive strategies to overcome barriers to learning. The plan is written from each student's perspective, in plain and direct language informing everyone working with the student what their normal way of working is and what to do to help and support them.



Advice and Guidance - here to help you

The Student Experience and Pastoral Support team

The Student Experience and Pastoral Support team 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
- 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 the main campuses, or you can ring the main College number and ask for the Student Services Team at your campus.

The Careers Guidance Team

Our experienced Careers Guidance 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.



Student Experience and Pastoral Coaches

The Student Experience and Pastoral Coaches are here to help you overcome any problems you might have while you are studying at DCG. These might include not settling in at College, getting behind with your work, problems at home or issues with your peers in class or around College. There are members of the Student Experience and Pastoral Coaches based at each of the main campuses and you can make an appointment to see them.

The team offers:

- 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.



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.





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 Teaching Support 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:

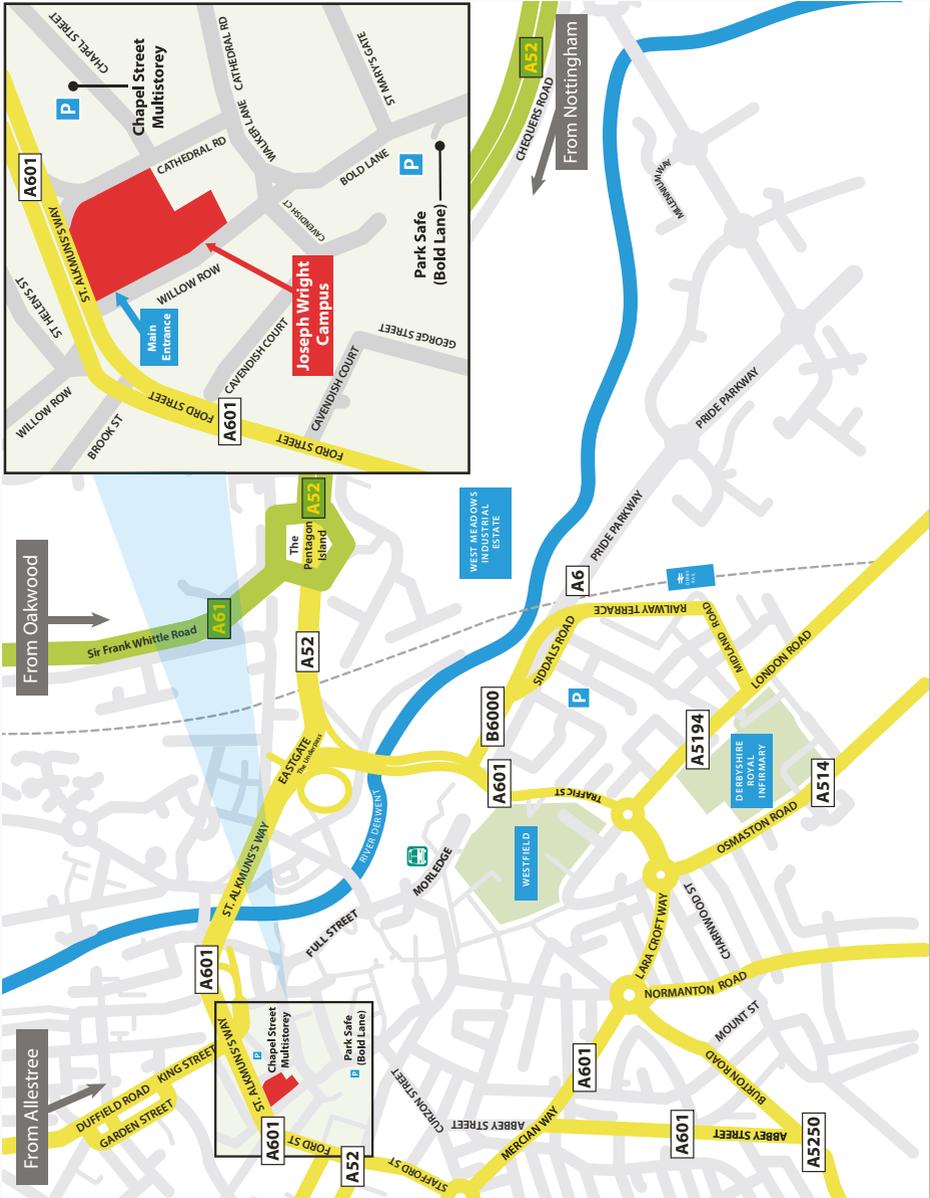
- How to plan your journey to College
- Public transport links
- FREE Derby College Bus Service
- Alternative cut-price travel options available to you.



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

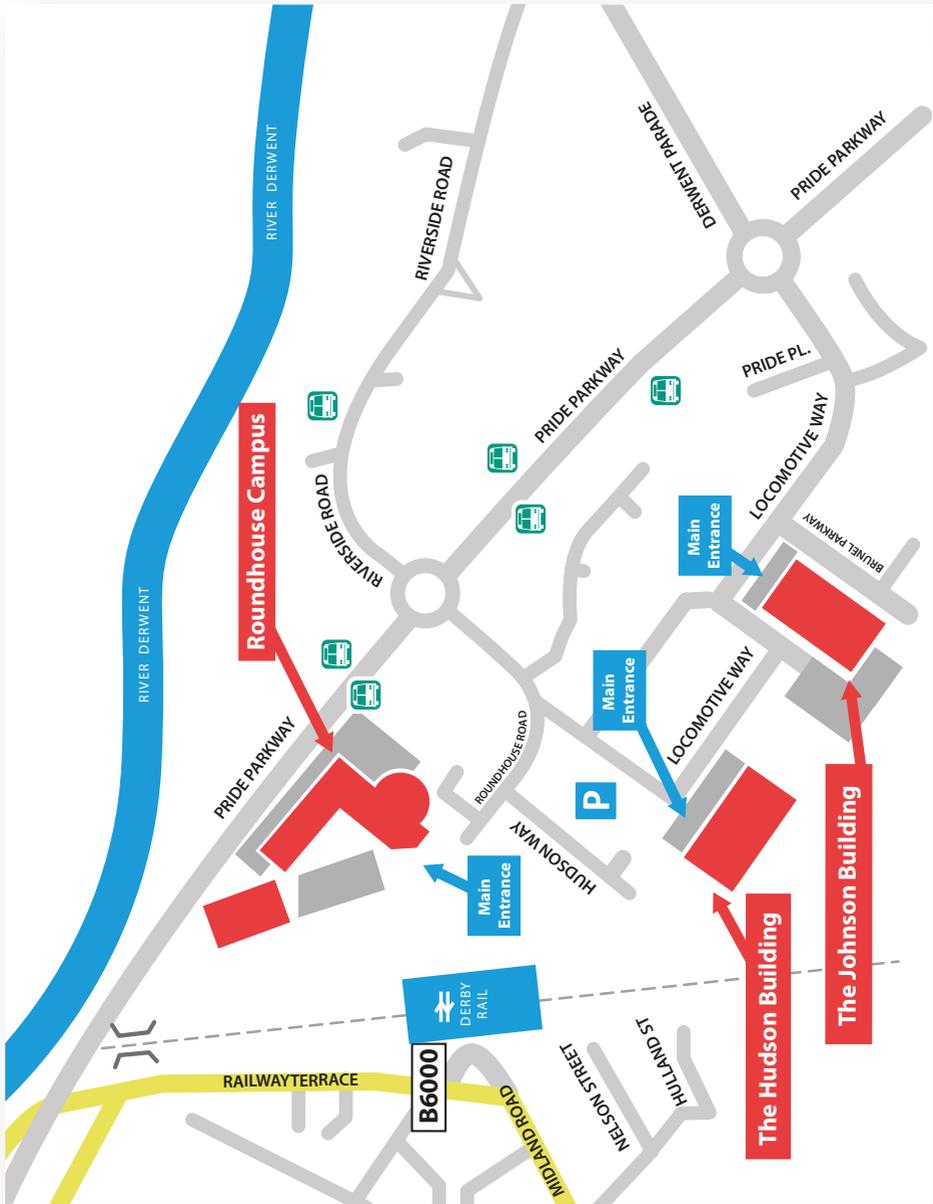
The Joseph Wright site location

Cathedral Road, Derby DE1 3PA



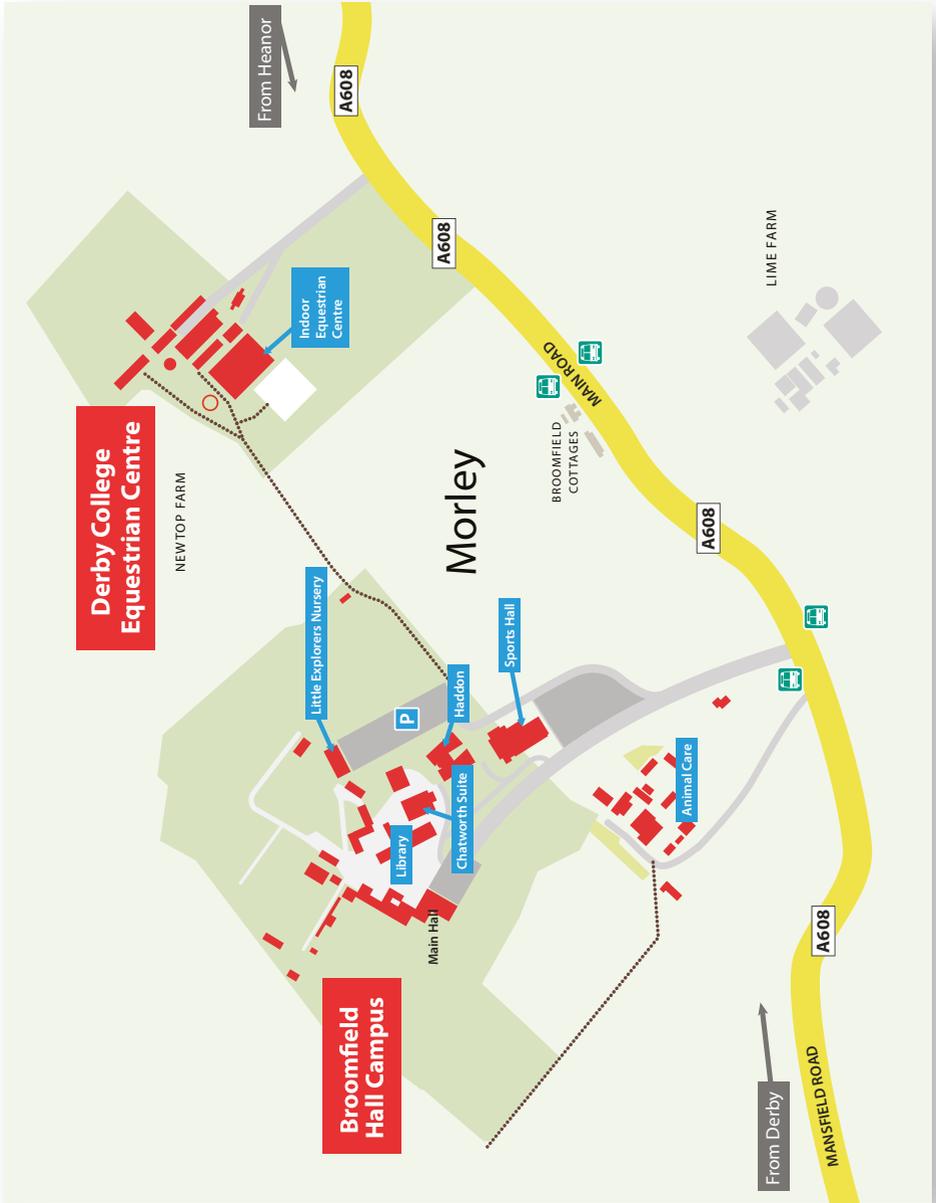
The Roundhouse site location

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





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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](https://twitter.com/DCG_Inclusion)