

Guidance for Accessing Learning Support in Higher Education 2023 - 2024

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. DOCUMENT HISTORY

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2. INTRODUCTION

Askham Bryan College welcomes all applicants. If you have a disability, medical or mental health condition, please make sure that you complete the disability coding box on your application form- in most cases this will be your UCAS application form. This information will allow the Higher Education Learning Support team to contact you prior to your course to ensure that we can work with you to make informed agreements about the support that you may require. With your permission, we can then also liaise with others who should know about the effects of your disability, such as your previous educational provider or your General Practitioner.

It is important to understand the value and importance of declaring your disability. If we do not know about it, the College may not be able to provide the individual support you require. It is advisable and beneficial to declare your disability when applying; however, you can let the College know at any stage of your course.

Our most important piece of advice:

Please let us know if you think you have a disability, we are here to help, we do not know if you do not tell us.

3. HIGHER EDUCATION STUDENTS AND DISABILITY

As a higher education student in England, you can apply for Disabled Students' Allowance (DSA) if you have a:

- Disability;
- long-term health condition;
- mental health condition;
- specific learning difficulty such as dyslexia.

The support you get depends on your individual needs and not on income.

4. DISABLED STUDENTS' ALLOWANCE (DSA)

4.1 What is the Disabled Students' Allowance?

The Disabled Students' Allowance (DSA):

- is a grant, not a loan, and does not have to be paid back.
- does not depend on a student's income or the income of their parents, guardians, or carers.
- does not come in the form of a monetary amount, rather is an allowance which is utilised to pay for the support or resources that are recommended in the study needs assessment
- does not affect entitlement to other benefits.
- is available to both full-time and part-time undergraduates and postgraduates who are UK residents and pay home fees.
- helps disabled people to study in higher education on an equal basis with other students.

For further information regarding eligibility and general information please consult the following link: [Help if you're a student with a learning difficulty, health problem or disability - GOV.UK \(www.gov.uk\)](https://www.gov.uk/help-if-youre-a-student-with-a-learning-difficulty-health-problem-or-disability)

- **Helpline** – alternative formats only – brailleandlargefonts@slc.co.uk 0141 243 3686

To access DSA, you are required to complete an application form which can be found at [Student Finance Forms](#) . It is normal to be expected to provide medical evidence (such as a letter from your doctor, specialist or the completed medical evidence form below) if you have a disability or mental health condition. If you have a specific learning difficulty such as dyslexia, you must provide evidence in the form of a 'diagnostic assessment' from an Educational Psychologist or suitably qualified Specialist Teacher.

- The application and evidence of needs to be sent to your funding body (normally Student Finance England).
- For students applying from Wales Scotland or Northern Ireland please see the link above Student Finance Forms and click on the relevant funding body.

GUIDANCE FOR ACCESSING LEARNING SUPPORT IN HIGHER EDUCATION 2023 - 2024

Following application, the funding body will write to you to let you know if you qualify for DSA. If you are eligible for DSA, you will be asked to have your needs individually assessed at an independent assessment centre.

The service can be busy, and applicants are encouraged to apply as early as possible. In some instances, from application to the DSA 2 entitlement letter it can take up to 14 weeks.

We strongly recommend that you apply early!

4.2 Types of DSA Award

There are four main awards under the general heading of the DSA, each with its own area of allocation of funds:

- **Specialist Equipment Allowance** – this can be used for the purchase of items of equipment you need because of your disability or specific learning difficulty. It can be used to pay for repairs, insurance, or extended warranty costs.
- **Non-Medical Helper's Allowance** – this can be used to help pay for support workers such as study skills tutors, specialist one-to-one support, sign- language interpreters etc.
- **General Allowance** – this can help pay for other disability related spending. It can purchase items such as printer cartridges and paper, photocopying.
- **Travel Allowance** – this allowance can help with any extra travel costs that you may have to pay to attend College because of your disability.

DSAs pay for study support and not personal care support. If you feel that you require personal care support (e.g.: help with shopping, washing, cleaning etc.) funding can be provided via liaison with your home Social Services department.

4.3 Can I apply for DSA?

The Disabled Students' Allowance is available for students who experience difficulties in accessing their studies due to a disability, specific learning difficulty, or an enduring health condition, such as:

- an enduring mental health difficulty, for example depression, generalized anxiety conditions, bipolar disorder, or other long-standing mental health issues.
- a specific learning difficulty, like Dyslexia, Dyspraxia, Dyscalculia or AD(H)D.
- a social / communication disability, like Asperger's Syndrome, or another Autistic Spectrum Condition.
- a Sensory Impairment that affects the ability to see or hear with ease.
- a physical or mobility difficulty such as needing to use a wheelchair or crutches
- (long-term), difficulty in using arms or hands, or other physical difficulties.
- an on-going illness or health condition such as cancer, HIV, diabetes, chronic fatigue

syndrome (CFS or ME), epilepsy, Crohn's disease, or other continuing health condition.

4.4 Applying for DSA

The process of applying for DSA can take up to 14 weeks so you should apply as soon as you can to make sure you have everything in place for starting your course.

10 Tips on applying for DSA:

1. DSAs can be applied for before or during your course
2. Obtain evidence (e.g., doctor's letter or full diagnostic dyslexia report)
3. Check evidence eligibility with the Higher Education Learning Support Coordinator
4. Complete an application form.

5. Your funding body will write back to you stating your eligibility.
6. If your application has been declined speak to the Higher Education Learning Support Coordinator as soon as possible.
7. If your application has been accepted, the email will ask you to arrange a study needs assessment
8. Book a study needs assessment with an accredited Assessment Centre.
9. The Higher Education Learning Support Coordinator can advise on this.
10. Your chosen Assessment Centre will help you through the rest of the process.
11. Keep in touch with the Higher Education Learning Support Coordinator so that they can make sure that everything specified in the DSA award is in place.

4.5 Reasonable adjustments

University Centre Askham Bryan are committed to supporting students through the provision of reasonable adjustments which are guided by the recommendations made within a student's needs assessment report and or via the provision of evidence to demonstrate the required needs. Reasonable adjustments are defined to be proportionate, appropriate and achievable for both the student and University Centre Askham Bryan.

- Once confirmed with a student, reasonable adjustments are shared with the academic team via internal student records systems.
- Also see Table 1 for list of our accessible campus facilities

5. KEY CONTACTS

Your first point of contact for queries and advice about access to learning and learning support provision for students with disabilities or sensory impairment is:

Ange Cousins: HE Learning Support Coordinator

Email: angela.cousans@askham-bryan.ac.uk

Monday – Friday 8.45am – 4.45pm

Telephone: 07811844855

Charlie Wilkinson: Student Services Manager

Email: charlie.wilkinson@askham-bryan.ac.uk

Monday – Friday 8.30 am – 6.00 pm

Telephone: 01904 772201

6. EXTERNAL ORGANISATIONS

Student Health Association

For students not in receipt of the DSA.

Link available at: <https://www.studenthealthassociation.co.uk/application/>

UCAS

Students with disabilities:

Link available at: <http://www.ucas.com/how-it-all-works/explore-your-options/individual-needs/students-disabilities>

British Dyslexia Association

Unit 8 Bracknell Beeches, Old Bracknell Lane

Bracknell RG12 7BW

Telephone: 0845 251 9002

Fax: 0845 251 9005

Website: www.bdadyslexia.org.uk

Email: helpline@bdadyslexia.org.uk

Equality and Human Rights Commission

Website: www.equalityhumanrights.com

Royal National Institute of Blind People (RNIB)

105 Judd Street, London WC1H 9NE

Telephone: 020 7388 1266

Fax: 020 7388 2034

Email: helpline@rnib.org.uk

Website: www.rnib.org.uk

Royal National Institute for Deaf People (RNID)

19-23 Featherstone Street, London EC1Y 8SL

Telephone: 020 7296 8000

Textphone: 020 7296 8001

Fax: 020 7296 8199

Email: informationline@rnid.org.uk

Website: www.rnid.org.uk

Disability Rights UK:

Higher Education Guide:

Website: [Disability Rights UK](http://DisabilityRightsUK)

Access Able [Your Accessibility Guide](#)

Here you can find detailed information about the access to all kinds of places - hotels, restaurants, colleges, tourist attractions, libraries, hospitals, leisure centres - the list goes on! All access information has been collected in person by Access Able team of surveyors. You can also use Access Able to find a job, catch up on the latest disability news, advertise events, post articles, and join discussions on our forum. The website has been designed in constant consultation with disabled people and we would welcome your feedback and ideas so please get in touch [Access Able Your Accessibility Guide](#)

GUIDANCE FOR DISABLED STUDENTS: HIGHER EDUCATION

Table 1. Facilities at University Centre - Askham Bryan College									
Site	Ramped access	Wheelchair access	Accessible Toilet	Car park close by	Hearing Loop System	Support with hearing impairment	Support with visual impairment	Specialist IT equipment	Learning Support Assistant
York Main Building Ground Floor	YES	YES	YES	YES	YES, by arrangement	By prior arrangement	By prior arrangement	YES, by arrangement	YES, by arrangement
York Main Building (Upper Floor)	NO	NO	NO	YES	YES, by arrangement	YES, by arrangement	YES, by arrangement	YES, by arrangement	YES, by arrangement
York Teaching Block	YES	YES	NO	YES	YES, by arrangement	By prior arrangement	By prior arrangement	YES, by arrangement	YES, by arrangement
York Animal Management	YES	YES	YES	YES	YES, rooms for teaching	By prior arrangement	By prior arrangement	YES, by arrangement	YES, by arrangement
York Lance Gilling Building	YES	YES	YES	YES	YES, rooms for teaching	By prior arrangement	By prior arrangement	YES, by arrangement	YES, by arrangement
York Science Block	YES	YES	NO	YES	YES, by arrangement	By prior arrangement	By prior arrangement	YES, by arrangement	YES, by arrangement
York IoT Buildings	YES	YES	YES	YES	YES, by arrangement	By prior arrangement	By prior arrangement	YES, by arrangement	YES, by arrangement
York Westfield Classrooms	YES	YES	NO	YES	YES, by arrangement	YES, by arrangement	YES, by arrangement	YES, by arrangement	YES, by arrangement
York Equine	YES	YES	YES	YES	YES, by arrangement	By prior arrangement	By prior arrangement	YES, by arrangement	YES, by arrangement
York Horticulture	YES	YES	NO	YES	YES, by arrangement	By prior arrangement	By prior arrangement	YES, by arrangement	YES, by arrangement
LRC and Digital Skills	YES	YES	YES	YES	YES, by arrangement	By prior arrangement	By prior arrangement	By prior arrangement	By prior arrangement
Westfield Farm	YES	YES	YES	YES	YES, by arrangement	By prior arrangement	By prior arrangement	By prior arrangement	By prior arrangement
College Reception	YES	YES	YES	YES	YES, by arrangement	By prior arrangement	By prior arrangement	By prior arrangement	By prior arrangement
ABC Conference Centre	YES	YES	YES	YES	YES, by arrangement	By prior arrangement	By prior arrangement	By prior arrangement	By prior arrangement