

Inclusive Support Handbook



BMet
Inspiring futures, realising dreams.

Contents

Welcome to Inclusive Support at Birmingham Metropolitan College (BMet)	03
A Learner's Journey from application to course to completion	03
Frequently Asked Questions	04
Types of Support offered at BMet	05
The team	06

Welcome to Inclusive Support at Birmingham Metropolitan College (BMet)

The College values

- We are passionate to see our students achieve their full potential.
- We create an environment that is ready, respectful and safe.
- We see strength in our diversity and strive for equality of access and opportunity.
- We are inspired to be creative and continually develop our professional practice.
- We are three colleges, one team.

The aim of Inclusive Support at BMet is to pledge all students have equal access to the curriculum and progress within their chosen programme of study.

The focus, in a first instance, is students with an EHCP (Educational Health and Care Plan) to ensure appropriate support for progression, to meet the individual needs whether academic, personal development or life skills.

A Learner's Journey from application to course to completion

Step 1 – Application

Apply online, please tick the relevant box if you have a EHCP or learning difficult and/or disability. This is to aid the college to ensure any necessary support is in place for when you start.

Step 2 - Interview

Attend an Inclusive Support interview. This could be face to face, online or via the phone. A discussion around the support required and a support plan will be created. Transition plans can be established at this interview, if required.

Step 3

Attend curriculum interview, the College tries to arrange both interviews on the same day if taking place face to face.

Step 4 – Experience Day

Attend Curriculum Experience Days, this is an opportunity to meet the teaching team and your peers.

Step 5 -Enrolment

For 16-18 year olds this will be after GCSE results day, for 19plus this will be mid-August. Enrolment is either online or face to face. If you are having trouble with either, please contact the college on 0121 446 4545 and speak to an advisor.

Step 6 – Induction

Support for induction may be offered as part of your support plan. An LSA will meet you at the arranged location and accompany you to your sessions.

Step 7 – On course

Your support plan will be accessible to all your tutors and if allocated your LSAs. Support offered is monitored throughout the programme by the Inclusive Support Coordinators, Departmental managers, tutors and LSAs.

Step 8 – Progression

Many students will progress onto the next level of the course.

If you are unsure of your next steps careers guidance can be arranged at any point during the course

Frequently Asked Questions

Am I in college everyday like at school?

College is not like school on many courses you may only be in 3 days a week others 3 days in and 2 days' work placement. The hours vary as you may start a 9am and not finish until 5pm, you could start at 9am and finish at 1pm or even start at 1pm and not finish until 4.30pm (these are just examples)

Can I go off site?

All college students are free to go off site during their breaks, if time allows. You are responsible for getting yourself back in time for the next lesson. Break and lunchtimes are staggered rather than being at the same time.

Bus Passes and free meals

You will need to apply to the college's bursary fund once you have enrolled. This is dependent on household income.

College Expectations

There are no bells indicating the start and finish of lessons, students are responsible for ensuring they are on time for all lessons using their personal timetable.

Students are expected to provide their own paper, folders and pens.

Colleges do not have homework dairies or communication books. There is an expectation that students will note when assignment deadlines are.

A minimum attendance of 89% is expected.

All staff are referred to by their first name

Id badges must be worn at all times whilst on college premises

Types of Support offered at BMet

Study Centre

There is a Study Centre at all the main Colleges. This is open to all students who require support with English and/or maths (up to GCSE level) and Study Skills including research skills, structuring an assignment and time management.

Where appropriate it is offered as a quieter space for students who would benefit from this.

In-class Support

A Learning Support Assistant (LSA) is allocated to work in the classroom alongside the tutor offering support to students. Normally the LSA offers support to all students in the group as required.

Exam Access Arrangements

Exam Access Arrangements are not automatically transferred from school, please contact the Inclusive Support Dept if you have previously had these.

Access arrangements are adjustments made to exam conditions for individual learners, 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 disability or learning difficulty. Unless it is due to a medical condition all students requiring access arrangements must attend the Study Centres on a regular basis.

External Agencies

The College works with Sensory Services for students with visual and hearing impairments, up to the age of 18 (25 if they have an EHCP).

The College works with the Communication Autism Team to support students with Autism transitioning into and during their time at College.

For students who use British Sign Language a communicator will be engaged to give access to the curriculum.

Wider College Support Available:-

Student Services	www.bmet.ac.uk/student-experience/student-services/
Student Support	www.bmet.ac.uk/student-experience/student-support/
Enrichments	www.bmet.ac.uk/student-experience/extra-curricular/student-enrichment/
All Together	www.bmet.ac.uk/student-experience/student-support/togetherall/

The team

Department Manager for Inclusive Support

Oversees the structure and implementation of Inclusive Support across BMet Colleges. Promotes the department both externally and internally.



Helen Cooper
Department Manager, BMet College

Department Director/Managers for Inclusive Support

There is a Department Director or Manager responsible for Inclusive Support at each of the min colleges alongside their other responsibilities.



Helen Land
Director,
James Watt College



Rosina Morris
Department Manager,
Matthew Boulton College



David Hamilton
Department Manager,
Sutton Coldfield College

Inclusive Support Coordinators

There is an Inclusive Support Coordinator at each of the main colleges.

- Arrange interviews for all students who declare they have an EHCP or are on the autistic spectrum.
- Arranges transition into College on an individual basis.
- Creates a support plan, if agreed with the individual student and shares this with tutors and LSAs.
- Monitors the completion of necessary documentation tracking progression.
- Arranges and manages the annual EHCP review process.

- Meets regularly with curriculum teams to discuss the support offered and track individual development.
- Manages the Study Centres and Inclusive Support Tutors
- Manages and allocates the Learning Support Assistants



Sharon Henry

Inclusive Support Coordinator, Inclusive Support Coordinator, Inclusive Support Coordinator,
James Watt



Vicky Robbins

Inclusive Support Coordinator,
Matthew Boulton



Kirstie Stokes

Inclusive Support Coordinator,
Sutton Coldfield College

Inclusive Support Tutors

Work in the Study Centres and offer support to all students -

- English (up to GCSE level)
- Maths (up to GCSE level)
- Study skills including but not inclusively research skills, structuring an assignment and time management
- Complete and maintain necessary documentation to track progression.

These are delivered in small groups reflecting the individual's needs to enhance skills development.

Learning Support Assistants

Are based within the classroom and work alongside the tutor to ensure all students have equal access to the curriculum. They work in a similar way to Teaching assistants in schools. Inclusive Support Coordinators, Tutors and LSAs have regular discussions to discuss the best way to support all learners.



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