



## **Student Support Policy Including Reasonable Adjustments**

Vocal Health Education aims to provide confidential and impartial information, advice and guidance to all students from initial contact via the recruitment process, whilst on a programme, through to progression onto other training routes.

Vocal Health Education is committed to providing equality of opportunity in education employment for all learners and potential students, staff, and subcontractors. This commitment is shared and acted on by all Vocal Health Education staff and is the overall responsibility of the Head of Centre. The effectiveness of our policy, and the importance we place on it, are central to the ethos of our organisational values.

### **Recruitment**

All potential new students are made fully aware of the purpose, content and assessment methods of the programme they are applying for.

Students are made aware of how to access support and the complaints procedure. Students are encouraged to identify any potential support requirements including reasonable adjustments to the assessment methods to be used.

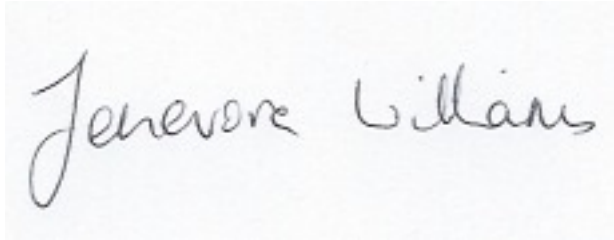
### **Supporting Students whilst on Programme**

Vocal Health Education provides a student support service for all individuals who are on one of our training programmes. We operate an 'open door' policy for students to speak to their tutor or another member of the team at any time. Where staff cannot provide the expertise needed, we support learners to find the appropriate agency/organisation

### **Reasonable Adjustments**

Vocal Health Education will make reasonable adjustments to enable students with specific needs or disabilities to, as far as is reasonably practicable, to overcome any disadvantage. Such adjustments may include

- providing additional time to complete assessments
- allowing written assessments to be completed in alternative ways e.g. verbally.
- providing assistance from another person as a prompter, a scribe (amanuensis) or as a reader.
- allowing the use of assistive technology
- providing course material in large print and audio format.
- using coloured filters or overlays.

A handwritten signature in cursive script that reads "Jenevora Williams". The signature is written in dark ink on a light-colored, slightly textured background.

Date: 28.03.2025

This policy will be reviewed every 24 months by

Dr Jenevora Williams