

DISABILITY STATEMENT

Policy last updated: September 2022

Review date: August 2023

Purpose and Scope

This document comprises the Disability Statement of North Lancs Training Group Ltd which is prepared and published in accordance with the Equality Act 2010.

Facilities for Training

All employers are informed of the requirement of the Equality Act 2010 and are reminded that they should provide facilities as necessary to anyone who may have a physical or mental impairment which has a substantial and long term adverse effect on (their) ability to carry out normal day to day activities.

Induction

North Lancs Training Group positively welcomes learners with disabilities.

We see learners as individuals and make every attempt to respond flexibly to their needs. We recognise that some areas of “NLTG/Sponsor Companies” may not be suitable, but we are committed to a policy of continual improvement to make our training provision as inclusive as possible.

Policy

NLTG aims to provide equality of opportunity in all activities it carries out, and seeks to ensure a quality provision, regardless of a learner's learning or other disability. NLTG also seeks to respond flexibly to the individual needs of prospective learners, and will endeavour to provide further support for those learners who may have learning difficulties and/or disabilities, within the constraints of existing facilities, resources and funding.

NLTG Facilities and Equipment

- Hearing impaired/deaf: -
- Visually impaired/blind: -
- Staff can organise formats such as Braille/large print, audio tapes
- Mobility impairments: -
Due to the nature of some of NLTG sites, either access into the building or access to certain areas within the building may be limited. NLTG will, however, in consultation with you, make reasonable adjustments to suit your needs. Please be assured that plans are underway to improve these facilities, wherever possible, in the near future.
- Specific learning difficulties, including Dyslexia for example.
Full support will be given by NLTG staff to any person who suffers from the above in complete confidentiality which includes staff themselves.

As with all learners, general enquiries or concerns should be addressed to their dedicated Tutor. However, in the event of queries or requests for further information regarding the provision for learners with learning and other disabilities, the following staff may be contacted in the following locations and extension numbers.

Main Contacts Telephone No. 01254 397119

Position	Name	Location	Extension
Managing Director	Gareth Lindsay	Bradshawgate House	231
Operations Director	Collette Humphreys	Bradshawgate House	208
Quality Manager	Tim Cutler	Bradshawgate House	255

What about Recruitment and how would I obtain a Training Placement?

Recruitment follow the same procedure as for other learners. This may involve:

- ◆ Getting details of the training required
- ◆ Filling in an application form
- ◆ Interview and Assessment by NLTG
- ◆ Interview with employers
- ◆ Acceptance / Job offer by employer.
- ◆ Referral form from Young Peoples Service.

We recognise that because of your disability you may require additional support along the way. You know your disability better than anyone and your Tutor will be guided by you as to any help that may be required.

Reasonable adjustments to the recruitment process will be made as required to ensure that no applicant is disadvantaged because of his/her disability.

This may include:

- ◆ Initial discussions with Recruitment
- ◆ Literature details in large print, Braille or on tape
- ◆ An advocate at your interview
- ◆ Help with filling in application forms
- ◆ Recruitment will help you make your choice and allow staff to make decisions about the right occupation for you and the level of support you require
- ◆ Careers interview for you to discuss longer term educational plans
- ◆ Confidential counselling regarding personal care

We want to make things as easy for you as possible. If you have any problems at any stage, then please let us know.

What if I don't think NLTG can offer what I want?

It maybe we do not offer the right training for you or that your disability is so severe that we cannot manage it successfully. You may wish to consider an alternative placement.

We will refer you to a suitable training provider if you wish us to do so.

Additional Support

Can I expect extra help when I am in Training?

Any support will be negotiated with you and the appropriate In-company staff via your dedicated Tutor.

We appreciate however, that some information disclosed at the recruitment stage may be confidential and will only be processed in line with our Data Protection Policy. We recognise that learning support is individual to you and no two packages will be alike.

Complaints Handling

Learners who have a complaint regarding any of the matters referred to in this Disability Statement should contact a person named within this Statement.

NLTG will provide a communicator/interpreter, or any other assistance in following the stated procedure, if it is required.

Assessments

NLTG provides additional support and special arrangements for learners with a learning or other disability during assessments which can be categorised as follows:

Learners with specific learning difficulties (dyslexia)

NLTG will make application to the various Awarding Bodies advising them of the learner's disability. Concessions for the assessment will vary from learner to learner and Awarding Body to Awarding Body, but may include additional time.

Learners with a sensory disability (hearing or visual)

Again, NLTG will make an application to the various Awarding Bodies if necessary and provide them with any relevant documentation in support of the application for special concessions and/or arrangements.

Learners with a Physical Disability

NLTG will endeavour to ensure that the location and facilities for any assessments are accessible for all learners regardless of any physical disability.

Counselling and Welfare

NLTG will arrange tailor made counselling support as required.

Physical Access / Toilets

NLTG will liaise with employers to ensure necessary facilities are available wherever practicable.

Disclosure and confidentiality

North Lancs Training Group will ensure that individuals' personal data, included data relation to their health, is handled in accordance with its [Data Protection Policy](#) on processing special categories of personal data. Any breach of confidentiality will be treated very seriously and dealt with under the companies disciplinary procedure.



Signed:

GARETH LINDSAY

NLTG Managing Director