



## Additional Learning Support Policy

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**Version Log**

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**Related Documentation**

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## **Additional Learning Support Policy**

### **1. Introduction**

**1.1** Point Blank aims to cultivate an inclusive environment for all students and ensure that all students have a right to academic success with access to additional support for those students who need it at the forefront of this.

**1.2** Students who require this additional support will be assisted by the Student Support Team to develop a Learning Support Plan that will outline strategies to support them in their time at Point Blank. The support will range from academic, emotional, and administrative.

### **2. Referrals to the Student Support Team**

#### **2.1 Identification**

The Student Support Team identify students in need of additional support through the following ways:

- Through a student declaration during the application process – The Admissions Team will then send the applicant the Reasonable Adjustment Form to complete
- Through completing the Reasonable Adjustments Form via the automatic email sent by the Student Support Team upon enrolment.
- Through the Registration Form
- When contacted by DSA
- Referral from Lecturer and/or Student Tutor

#### **2.2 Learning Support Plan**

Once a student or applicant has been referred to the Student Support Team they will be asked to complete the Reasonable Adjustment Form and send through evidence to support their request (the form may have already been completed during the application process). The Student Support Team will then review all requests and evidence to create a Learning Support Plan and liaise with all relevant teams to organise the appropriate support.

#### **2.3 Support**

Support can be provided in one or a combination of the following formats:

- In class support e.g., Intro meetings with lecturers, regular breaks and seating arrangements
- Out of class support e.g., Prebooked 1-2-1's, pastoral meetings with the Wellbeing Team
- Mentoring
- Exam and assignment support
- SpLD/dyslexia support
- Assistive technology
- Counselling

### **3. Learning Support Plan Document and Review Process**

**3.1** The Learning Support Plan is completed by the Disability and Wellbeing Support Team and will detail all suggested support for a student who declares additional learning needs.

**3.2** This will then be confirmed and signed by the student and sent to all relevant staff members who may come in to contact with the student, this will include Academic, Administrative and Wellbeing staff.

**3.3** This will cover the entirety of their study unless the Student Support Team is notified of a change of circumstances by the student.

**3.4** The review process for Reasonable Adjustments is as follows:



**4. Assessment Adjustments**

- 4.1** Assessment Adjustments will also be included in the Learning Support Plan and will be agreed in accordance with the requirements from the Assessment Team. This should cover the entirety of the student's course unless agreed otherwise.
- 4.2** The Assessments Team will be responsible for ensuring that the Assessment Adjustment is reflected on the relevant assignment brief.
- 4.3** Any ad hoc or additional adjustments requested by the student should go directly through the Assessments Team and will only be added to the Learning Support Plan if agreed by Assessments and the DWS Teams that it should cover the entirety of their course.