

# **WORKiNG TO SUPPORT BLiND OR ViSUALLy iMPAiRED STUDENTS**



**STUDENT SERVICES**



**2008-2009**

**Make it in the modern world.**

## **Working to support Blind or Visually impaired students**

Between August 2006 and June 2007, more than 12 blind or visually impaired students have participated in courses at Edinburgh's Telford College, covering a wide range of subjects from computing to performing arts.

- Student Services work together with teaching staff and support workers and are committed to providing blind or visually impaired students with the best and most appropriate support the College can reasonably provide.
- Student Services aims to recruit 1 to1 support workers to provide support (sighted guides, transcribers and note takers) for the College. The College also tries to source appropriate support from other agencies as far as resources will allow. This includes support equipment and assistive technology.
- Student Services fosters good working relationships with external organisations to source support, advice, and up to date information on blind or visually impaired issues.

## Working to support Blind or Visually impaired students

These agencies include Royal National Institute for the Blind and Guide Dogs for the Blind.

- Student Services has a member of staff who has undertaken various training in blind/visually impaired issues. They are available to answer questions and provide information and support.
- Student Services work with students, teaching staff and support workers to ensure that everyone is kept informed of the support on offer both before the courses start and whilst the student is on course.

Edinburgh's Telford College is fully guide dog accessible with automatic entrance doors and guide dog facilities (concrete). If you are accepted for a course, you can also contact Student Services to arrange route training with a member of our staff.

Please let the College know if you require this information in an alternative format.

## **What to do if you are blind or visually impaired and are interested in applying for a course...**

You will need to make an application on the College course application form. These are available from the College and online. Student Services can help you to complete one, if you require.

## **How do I tell the College that I am blind or visually impaired?**

You need to tick the box (03 - blind or partially sighted) on the application form in Section 3 (Additional Information).

## **I have handed my application form in, what happens now?**

One of the Student Services Officers will get in touch with you (by the method you have indicated on the front of the form) to ask what sort of support you might need, if you were successful in getting a place at College.

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It is important that you are as specific as possible in your answers.

They will ask you about whether you will need any support. This includes support with mobility: setting up times to do routes within the college and information about facilities and access for guide dog users. It also includes support you will need to access course material, such as screen readers like JAWS or Supernova, magnification screens, audio accessible course notes and support with courses which contain diagram and graphic production content.

Please note that answering these questions does not guarantee that you will receive this support, nor does it mean that you have been offered a place at College.

Examples of the questions they might ask are as follows:

- Do you currently have access to a laptop or PC with screen reader or magnifier or a Braille-note?

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- Will you need to be set up with access to a screen-reader or magnifier while in College?
- Will you need a sighted guide to help with mobility and practical sessions at College?
- Do you wish to do some guide dog routes before you start at College?
- Do you need support in transcribing course notes to a screen readable format?
- Do you use technology to help you to access information?

Teaching staff will look at your past achievements and compare these with the entry requirements and will decide whether you are suitable for the course.

This process is standard for all students. Some courses require you to come in for an interview.

If you require support for this, please contact Student Services to let them know:

- The sort of support you will need during this interview (e.g. sighted guide, guide dog route etc).

Edinburgh's Telford College, 350 West Granton Road, Edinburgh EH5 1QE

☎ 0131 559 4000

📠 0131 559 4111

🌐 [www.ed-coll.ac.uk](http://www.ed-coll.ac.uk)

## Working to support Blind or Visually impaired students

- The date, time and location of your interview.
- The course you are being interviewed for.

Please do this as soon as you have been invited for an interview.

Student Services ask that you understand the challenges involved in providing support at short notice and it may be that some flexibility is required to provide appropriate support at a suitable time.

### **I have been offered a place on the course, what happens now?**

If you require someone to work with you 1 to 1 for support in College (e.g. a sighted guide, a transcriber etc), then Student Services will do the following:

- They will ask teaching staff to provide them with your timetable for the course you have been offered a place on.

Please note that timetables are often not available until the start of term, and may be subject to changes.

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- They aim to source a 1 to 1 support worker (if required) who will be appropriate to your needs and who will be available to work with you in College.
- They will advise teaching staff (with your permission) of their responsibilities to provide you with support in class (e.g. such as notes from the class being sent to you in an accessible format, changes to assessment materials etc).
- They will be available for you if you need to ask questions or find out more about what life might be like at College.

Student Services will do everything they can to be able to provide you with reasonable and appropriate support.

### **However, sometimes this is not possible due to the following:**

- Support workers often work part-time and have other work commitments. Often they may not be available to work with you in every class.



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- Timetables are always subject to changes, and it is often not possible for support workers to be able to fit into new class times.
- Student Services are not involved in creating timetables, and are not able to organise support until they have received notification of timetable changes.

### **What you should do before you accept a place on the course:**

You need to understand that the support you have asked for is not guaranteed, but that Student Services will always aim to provide support wherever reasonable and possible. You must bear this in mind if you decide to accept a place on course.

Student Services will be available to answer any questions prior to your acceptance on course and throughout your course.

## **How to contact Student Services:**

You can contact Student Services by email on  
**learnersupport@ed-coll.ac.uk**

You can also contact us by telephone on  
**0131 559 4000.**

Our office is located on the ground floor of the Campus building at **350 West Granton Road, Edinburgh.**

There are Student Services staff available via learner support drop-ins Monday to Friday, from **1130 to 1600.**

Please note that as these are drop-in times, advertised in the Student Services area you may have to wait before seeing a member of staff.

Good luck with your application!

# NOTES



Edinburgh's Telford College strives to be an inclusive College that welcomes and supports learners from all age and ethnic groups, genders, abilities, sexual orientations, cultural and religious backgrounds.

The College has developed policies to ensure that unfair discrimination does not occur and is ethically and legally committed to equal opportunity in all institutional areas of activity. Appropriate remedial and, if necessary, disciplinary action will be taken in order to eliminate discrimination wherever it occurs. Telford is founded on the principles of creating an inclusive College, one College for all.



**Course Hotline:**

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