



Trafford College Group Local Offer

Introduction

As part of the Children's and Families Act, a Special Education Needs and Disabilities (SEND) Local Offer is a requirement for schools, colleges and local authorities to publish the provision available to children and young people with SEND.

At Trafford College Group we are committed to meeting the needs of all our students. Our offer describes how we support the special educational needs and disabilities of young people and adults.

Trafford College Group consists of:

Stockport College	www.stockport.ac.uk
Trafford College	www.trafford.ac.uk
The Cheadle College	www.cmcnet.ac.uk
Marple Sixth Form College	www.cmcnet.ac.uk

This local offer relates to all colleges and all campuses.

Telling College about your needs

It is important to tell us about your needs as soon as possible so that we can plan your support. You can do this in many ways:

- At open days or open evenings
- At school careers events
- On your application form
- At your interview
- On New Student Welcome Day
- When you enrol with us
- At any time during your course
- By contacting the Inclusion/Learning Facilitator teams directly

Transition to College

We understand that coming to college can be a new challenge for some students. The Transition Co-ordinators work closely with schools and partner agencies so that we can plan transition to college at the earliest opportunity. Transition Co-ordinators attend Year 11 reviews in order to support the Education Health and Care Plan (EHCP) review process and identify how we can support your needs at College.

Transition Co-ordinators will work with you to put together the transition support programme you need. This may include meeting with you at school reviews, arranging personalised visits to college and supporting you at interview to ensure everything is in place from your first day with us.

The Curriculum

Trafford College Group has an inclusive approach and setting, working in partnership with students, their parents/carers and teaching and support teams in order to remove barriers to learning. This ensures everyone can participate successfully, achieve their learning goals and maximise their potential.

How will the curriculum be matched to my needs?

As part of our application, interview and assessment procedures, we will endeavor to provide you with the most appropriate course of study. If you have an EHCP, we will be consulted by external agencies, such as your Local Authority, on whether we have the right curriculum for you and can meet your support needs.

When students start at college, information regarding the student's individual learning requirements is summarised and, with learner agreement, this is shared with all relevant staff involved with the student. This will give details of equipment used, special exam requirements and teaching considerations that need to be made by classroom teachers in order to ensure that specific needs are met through quality, differentiated teaching and learning strategies in the classroom.

In Progression Curriculum, all lessons have differentiated learning outcomes according to their students' needs and starting points, and the curriculum can be adapted depending on learning needs.

All teachers plan for individual needs. All students have an ILP for English and maths. Students set SMART targets, with support from their Personal Tutor.

Progression Curriculum

The Progression Curriculum provides an opportunity for students who may need additional learning to access further education courses. As there are no formal entry requirements, acceptance on a course is subject to an assessment and interview. To help prepare students for a higher-level course, the Progression Curriculum courses combine the following topics:

1. English (GCSE and Functional Skills)
2. Maths (GCSE and Functional Skills)
3. Employability
4. Professional and Technical Options
5. Enterprise activities

We also deliver a generic Entry Level 3/Level 1 Vocational Skills provision, which provides students with the necessary skills to progress onto higher level programmes within the Trafford College Group.

CHOICES Specialist Provision

CHOICES is available at The Cheadle College and Marple Sixth Form College for Learning Difficulties and/or Disability students (LDD) students working at Pre-entry/Entry Level with a focus on developing skills for independent living and/or work.

The provision is a well-supported and delivered in small groups of 6-8 students. It benefits from a varied curriculum that is designed around the needs of individual students. This will include a focus on developing independent life skills, personal safety, travel training, managing money, literacy, numeracy, information and communication technology and work skills.

There will also be opportunities to take part in enterprise activities, including a college shop, Choices Cafe and various fundraising activities, work experience and a number of college and inter-college sporting events.

The aims of the CHOICES provision are to:

- Help students with learning difficulties and disabilities improve and develop their independent life skills and prepare for working life
- Enable students to develop their social and personal skills within a discreet provision, while also being part of the wider college community
- Enable all students to be included in the learning opportunities of the College
- Help students fulfil their aspirations and prepare for a worthwhile next step, for example, into employment/supported employment

Supported Internship Course

This is a full-time programme for Level One students on a Supported Internship course, in partnership with Pure Innovations, Stepping Hill Hospital and Trafford General Hospital.

A Supported Internship is a type of Study Programme that is specifically aimed at young people aged 16 to 24 who have a Statement of Special Educational Needs, a Learning Difficulty Assessment, or an EHCP, who want to move into employment and need extra support to do so.

The course features classroom-based learning, which is delivered in a classroom on-site at the hospital. It is designed to identify and develop skills needed for employment such as: interview techniques, communication skills and team building, and an individually tailored and on-going work placement in which students will be supported in a job role with a local employer (including Stepping Hill Hospital and Trafford General Hospital).

Students will receive a nationally recognised qualification in employability skills and will gain valuable experience of working in an appropriate job role with a view to progressing on to paid employment at the end of the course.

Mainstream Curriculum

The Trafford College Group provides Study Programmes at Levels 1, 2 and 3.

All young people enrolling on a full-time course at The Trafford College Group will be placed on an appropriate Study Programme. The level of study offered is dependent on specific academic entry requirements (please refer to individual course entry details for each programme's specific requirements).

The Study Programme will consist of the following key elements:

- A substantial core qualification in an academic or vocational discipline that leads to good progression outcomes into higher education, further study at the next level or sustainable employment
- English and maths courses for all students without a grade 4 or above in these subjects at GCSE level
- Careers education, advice and guidance including work experience, employability skills, enterprise capability and other opportunities to engage with the world of work
- Enrichment opportunities, pastoral support and a tutorial programme focused upon academic and personal development

All the above components are compulsory.

Apprenticeships

Apprenticeships give you the opportunity to work and study at the same time. There are entry requirements, and you need to be 'work-ready'. For more details on Apprenticeships, phone **0161 886 7461** or email apprenticeships@tcg.ac.uk.

Higher Education / Community Education

The University Centre offers a wide range of courses for school leavers and adults looking to learn new skills to enhance their careers, people in the community interested in leisure courses, and those looking to return to work. Our courses include technical and professional courses, A Levels, degree level courses and apprenticeships in Greater Manchester.

Support for All Students

Wellbeing

- Course Tutor – at the start of the course, you will be teamed up with your tutor who will see you regularly to discuss your progress, along with any issues or problems that may occur.
- Pastoral Support Mentor – if there are issues that are hindering your progress such as attendance, punctuality, motivation, problems outside of College then a Pastoral Support Mentor will provide extra support to help you improve. There are also trained Peer Mentors that can support students to help them integrate into college life and help with social integration.
- Careers and Guidance – the professional team, along with careers services, will assist in the planning for your next step.
- Counselling – if you want to talk in confidence about any unexpected difficulties, worries or problems then an approachable counsellor is available for you to speak to privately
- Contraceptive and sexual health service and FE Chaplains are also available on each campus throughout the week to support you further.

Campus Accessibility

The Trafford College Group is committed to compliance with the Building Regulations and Disability Discrimination Act (accessibility). All current buildings are assessed with regard to

accessibility for learners with disabilities and a range of options considered leading to best solutions being implemented that meet individual need. New buildings and building alterations will be fully compliant in relation to inclusivity and access.

The following are available for students:

- Lifts
- Evacuation Chairs and personal emergency evacuation plans (PEEPs)
- Accessible parking spaces
- Accessible toilets (automatic or freestanding hoists available)
- Hearing loops (fixed and portable)
- Rise and fall tables

Behaviour

The Trafford College Group has a strict policy on behaviour. Students are asked to sign up to the College Charter and Code of Conduct when they enrol and this applies to all students.

If a student with additional needs is subject to disciplinary procedures, the Inclusion team will provide advice and guidance to the team completing the disciplinary and some may be provided with specific behaviour support to help them integrate and cope with the demands and expectations of the College Code of Conduct.

Parents/Carers

All 1st year parents/carers receive a Parent Guide and a covering letter from the Principal. The Trafford College Group has a focus on continuous improvement and the views of both students and their parents are highly valued.

Formal reports and Parents' Evenings are provided throughout the year. However, parents are welcome to contact the College at any point. The Trafford College Group is committed to working with parents/carers and provides many opportunities to meet staff throughout the year. These include Open Events, Welcome Evenings, Parents' Nights and Award Evenings.

Feedback is requested at all events in order that the service to parents / carers can be continually improved.

Online surveys, focus groups and representative groups are planned into each College year and feedback is compared to previous years to identify areas for improvement.

Support for Additional Needs

Planning your support

We will use our best endeavors to put appropriate learning support in place to meet students' educational needs, including those without an EHCP.

Before support is put in place, we will carry out an initial assessment of students who have disclosed an additional need. This may be followed up with an observational assessment carried out in the classroom. We may also ask if we can contact your previous provider for information from them.

If you have an EHCP, we will work with you, and external agencies if required, to ensure you are being supported towards the short-term targets and longer-term outcomes. We will coordinate your annual review, where progress towards outcomes set are reviewed and any amendments to plans and the support provided in College are considered, to make sure that you are being supported in the best possible way to help you achieve. These will adopt a multi-agency approach and all professionals working to meet the requirements of the plan will be invited.

Support will be reviewed regularly, taking into account your individual progress and any changes to your ambitions and aspirations, which may lead to changes in the type and level of support.

Risk Assessments

There may be occasions when we need to carry out a risk assessment before an offer of a course and support can be made. This may be because there is evidence that there may be a risk to you or others at college due to additional support needs.

If required, a risk assessment will be carried out by the Inclusion management team or Transition Coordinators with all relevant information, and signed off by the Executive Leadership Team prior to a decision being made. It is important that you share as much information as possible with us so that a fair decision can be made.

On course support

Our dedicated Learning Facilitators will work with you to design a personalised support package. We also work with partner agencies to ensure you can access the help you need. This could include any of the following:

- In class support
- Out of class support
- Study skills support
- Dyslexia support
- Modified materials
- Communication support
- Support from Sensory Support/SALT specialists and other external agencies
- Exams Access Arrangements
- Drop in and small group support
- Workshops
- Use of quiet study area
- Notetaking support
- Behavioural support
- Inclusive technology
- Support during break and lunchtimes if needed
- Specialist advice and guidance

Specialist Assessment and Support

We have a highly qualified team of Specialist Assessor Tutors to support students who have, or think they have, a Specific Learning Difficulty, e.g. Dyslexia. The team will carry out specialist assessments to design and deliver a personalised 1:1 support programme – giving you a variety of different skills to try out in lessons.

If you require other specialist services e.g. Speech and Language Therapy or Sensory Support, we will work with local agencies to arrange a support package for you.

Access Arrangements

Arrangements in the form of extra time, a reader, scribe, use of a laptop, bilingual dictionaries, separate room, rest breaks, enlarged or modified papers, transcript, prompter, oral language modifier and practical assistant may be required by individual students during assessments and examinations.

Up-to-date documentary evidence is required in each case. The College will liaise with school or previous educational provider to gather previous evidence and reassess if needed.

Students requiring access arrangements should submit the evidence required to Learning Facilitators as early in the academic year as possible.

Confirmation of arrangements will be sent to students once the relevant evidence is in place and the arrangement applied for has been agreed. Students will be expected to provide further evidence throughout the academic year that the arrangement agreed is their usual way of working.

Assistive Technology

At College, we embrace the opportunities that technology can bring to your studies and encourage you to use it wherever possible. The College has a range of assistive software available for all students which may include:

- Adapted keyboards and computer equipment
- Specialist software including Widgit and symbol software.
- Augmentative communication devices including Dynavox and iPods/iPads.
- Communication aids such as now and next boards, communication key rings and Eye Gaze technology.

We can also lend you equipment such as laptops and digital voice recorders, or even better, show you how to make the most of your own kit.

Medical Needs and Personal Care

We do not have on-site College nurses. However, we have access to trained staff to offer personal care support.

The college records any medical needs during the enrolment process and you are encouraged to tell us about your medical needs on the enrolment form, or when you first apply for a course. This enables your tutors and support staff to be aware of your medical needs.

Care plans and/or risk assessments will be written as required, and support can be provided to minimise any potential disruption to learning. We liaise with medical professionals and training is given to key staff members working with the learner in relation to supporting their medical needs.

Some students may need to take specific medication during the College day; this should be discussed at enrolment and suitable arrangements will then be made regarding the

procedures to use in College in order to do this. We can offer storage for medication if you are able to administer this yourself.

We have some personal care facilities should you wish to use them and access care from an external agency. We will need to assess whether the facilities meet your needs and plan this with you and your personal care provider.

Preparation for Adulthood

We will work with you to support you to be as independent as possible at College to prepare you for employment and independent living. The Learning Facilitators will work with your tutors to set SMART targets relating specifically to your support and any barriers you are experiencing to enable you to develop your skills and abilities.

You will have opportunities to take part in work experience placements, trips and visits. Support will be offered as identified in your EHCP or support plan.

The College holds regular careers events to help you plan your progression in college, or beyond to higher education or employment.

Enrichment Activities

The Trafford College Group offers an enrichment programme for its students which includes:

- Curriculum specific enrichment
- National Citizen Service
- Duke of Edinburgh
- Health and wellbeing activities
- Sport and active leisure
- Student Ambassador scheme
- Student Leadership Team
- Equalities Council
- Student Representatives

Useful Links

Stockport Area

Council Local Offer: <https://stockport.fsd.org.uk/kb5/stockport/fsd/localoffer.page>

Careers Service: <https://www.stockport.gov.uk/groups/national-careers-service>

Parent Partnership:

<https://stockport.fsd.org.uk/kb5/stockport/fsd/service.page?id=1Ql6RnyNP1E&familychannel=999>

EHCP advice:

<https://stockport.fsd.org.uk/kb5/stockport/fsd/site.page?id=iDqCIHNNZPI>

Trafford Area

Council Local Offer:

<https://www.trafforddirectory.co.uk/kb5/trafford/fsd/localoffer.page?newlocalofferchannel=0>

Careers Service: <http://www.traffordeducation.co.uk/careers>

Trafford SENDIASS: <https://sendiass.trafford.gov.uk/Home.aspx>