



BPP INCLUSION



Inclusion & Learning Support *A Pocket Guide*

Inclusion & Learning Support



Our Vice Chancellor
and the senior team

“Whatever your specific issues, Learning Support are equipped to support you throughout your time at BPP. The knowledge and advice they can offer is incredibly valuable and each student is supported on a one to one basis. Support is offered in confidence and no information will be shared with other people without your permission. Things may change throughout your course and the team are flexible and supportive, whatever your needs.”

Liz Nichols, LLB Student

The Learning Support Office



LearningSupport@bpp.com

The 5 steps to Learning Support:

1. Contact the Learning Support Team
2. Complete a Disclosure Form
3. Discuss your support and send us a Doctor's Note or Educational Psychologist's Report
4. We produce a Learning Support Agreement - outlining your support
5. We arrange your support - on course and for exams

We are proud to support our students

Dyslexia, anxiety, autism spectrum, blind and visual impairments, panic attacks, mental health, depression, recent injury, operation recovery, diabetes, epilepsy, dyspraxia, mobility issues, sickle cell, MS, persistent migraines, deaf and hearing impairment, heart conditions, HIV and cancer and other health conditions.

Who we are and what we do

At BPP we understand that you may require guidance, liaison, advocacy, assistance and support with your studies. The Learning Support Team provides support to assist you with a wide range of learning difficulties and disabilities, health conditions and wellbeing issues.

The Learning Support Office works with all teams at BPP to provide support and guidance for you to enable access and participation in learning and all our services. As a student with a learning difficulty and/or disability you are covered by the Equality Act 2010.

What are Reasonable Adjustments?

The reasonable adjustments duty under the Equality Act is to avoid as far as possible by reasonable means the disadvantage which a disabled student experiences because of their disability.

The Learning Support Office are able to offer students with disabilities reasonable adjustments so that they have the opportunity to reach their full potential in their studies.

Examples of reasonable adjustments include:

Extended library loans, materials in alternative formats, materials in advance, study skills support, sighted guide, BSL interpreter, audio recording of lectures, seating arrangements, ramp access to a building, assistive technology, accessible materials, extra time in examinations, extensions to coursework, alternative forms of assessment and adjusted timetables. These are just a few examples of reasonable adjustments that the Learning Support Team are able to arrange.

Disclosure and Confidentiality

We encourage you to tell us about your learning difficulty, disability health or Mental Health condition when making your application to ensure that we can plan support in advance. Please contact the Learning Support Team directly. Our services are available to all students at any stage of their journey at BPP. The earlier we are able to support you, the more enjoyable and rewarding your learning experience will be!

All information disclosed to BPP and discussed with a member of the Learning Support Team will be dealt with in the strictest confidence. It will only be shared with staff at BPP and, where specialist support is provided, with our specialist support staff at Barry Bennett Ltd or Randstad on a **“need to know”** basis.

You will be invited to complete a Disclosure Form, giving you the option to restrict with whom your information is shared. We will not share your information with your employers without your consent. We can also offer information and advice about how to disclose a disability, learning difficulty or health issue when making applications for employment.

Examinations and Assessments

In accordance with BPP's commitment to inclusive and fair practice and our legal responsibilities under the Equality Act 2010, adjustments for examinations and assessments are designed to ensure that students with a learning difficulty, disability or a temporary illness, have an equal and fair opportunity to demonstrate their skills, knowledge and understanding during assessments.

Some examples of reasonable adjustments in examinations include: the provision for extra time, rest breaks, flexible timetables and locations, low occupancy rooms, the use of computers, specialist software and materials in alternative formats; such as PDF, Braille and ergonomic equipment.

In order to implement arrangements for your examinations, you will need to provide us with the appropriate evidence at least **ONE MONTH BEFORE** your exams, this is to enable us to make all necessary arrangements for you in good time.



What we need from you...

In order to put support in place, including for examinations and assessments we require some form of evidence; this could be one of the following:

- A letter from a GP, consultant, physiotherapist or psychiatrist
- A report from an educational psychologist
- A letter from a social worker or counsellor

If you don't have any evidence it's still a good idea to make contact with the Learning Support Team as they can give you advice about how to get appropriate support and what evidence would be most suitable.

If you have not had Learning Support before...

Don't worry! We support around 11% of students in the University and many more on our Apprenticeships. We have an experienced and friendly team and are located on every University site. We have access to further specialist staffing and resources and most importantly of all we will never share your details with an employer.

Dyslexia

Certain Specific Learning Difficulties (SpLD) such as dyslexia and dyspraxia are more common than people think and are often undiagnosed. People who have had very successful professional careers, including doctors and teachers, have been diagnosed while studying at BPP as being dyslexic. Some people who think they may have a specific learning difficulty can worry about being tested as they think this may reduce their chances of getting a good job or even that they are of less than average intelligence.

Having an SpLD is not an indicator of intelligence and the Equalities Act protects people with SpLD's in education. If you think you may have dyslexia, another SpLD or any other type of undiagnosed condition that is affecting your studies, it's a good idea to make an appointment with someone from the Learning Support Team to explore this.

At BPP we have a network of Educational Psychologists who are able to provide formal assessments for dyslexia, dyspraxia and dyscalculia. We also have Screening for Dyslexia available at all sites.

Assistive Technology

At BPP we have a range of assistive technology in our libraries to assist you with your studies. Ask at the library desk for details. If you are an apprentice we may be able to help with purchasing specialist software.



- MindView Mindmapping software
- JAWS Screen reader
- CCTV Scanner/magnifiers
- ZoomText
- TextHelp Gold

Disabled Students' Allowance University Students Only

Disabled Students' Allowances (DSAs) are non-repayable grants designed to assist you with the additional costs that you may incur as a disabled student whilst studying with BPP University. You may be eligible if you have a disability, including mental health conditions, and specific learning difficulties such as dyslexia or dyspraxia.

There are four types of DSAs:

- i. specialist equipment allowance;
- ii. non-medical helper's allowance;
- iii. general and other expenditure allowance;
- iv. travel costs allowance.

If you believe you may be eligible for a DSA and would like further support from BPP University, please contact learningsupport@bpp.com or visit the Inclusion & Learning Support page on the VLE.

Your Wellbeing and Mental Health

Your wellbeing is important and we appreciate that you may just want to discuss your feelings. Whilst at BPP you may experience the loss of a family member, you might be feeling homesick or have just ended a difficult relationship. These things and many others can affect your moods and your



studies. If you are experiencing low mood, depression, anxiety, have an existing mental health condition, or just want someone to talk things through don't hesitate to contact The Learning Support Team. We can offer our experience and support you through the challenges which university and life naturally present and also refer you to our counselling service, please see details on the following page.

Sometimes your wellbeing may be affected by issues related to your identity; for example your age, you may be an international student, you might be lesbian, gay, bisexual or transgender, perhaps you are pregnant, have young children or other caring responsibilities. The Learning Support Team will be able to help you work through any issues such as these.

Safeguarding

Safeguarding students involves:

The protection from maltreatment or significant harm. The prevention of impairment to health and development. Ensuring that all students have the opportunity to be safe and have effective care. We are here to assist you when you are experiencing difficulties in your personal life.

If you are experiencing any of the following or think you may be or if you have concerns about a friend or family member:

- Harassment or bullying
- Forced marriage
- Abusive Rituals
- Sex working
- Drug or alcohol issues
- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect (Access to food, home, heating, etc.)
- Witnessing domestic violence
- Financial abuse
- Institutional abuse
- Discriminatory abuse
- Female Genital Mutilation or FGM
- Radicalisation

Please contact: **Safeguarding@bpp.com** for confidential advice and support from our specially trained team. (Esme and Sarah Jane)

Prevent

Prevent is the strategy adopted by the Government to stop individuals being radicalised. The intention behind the Prevent duty is to stop the real threat of terrorism.

Terrorism is defined as an action that endangers or causes serious violence to a person or persons, causes serious damage to property or seriously interferes with or interrupts electronic systems or devices. The use or the threat must be used to influence Governments or to intimidate the public and is made for the purpose of advancing political or religious beliefs and ideologies.

Extremism is defined as vocal or active opposition to British values including democracy, the rule of law, individual liberty, or mutual respect and tolerance of those with different faiths and beliefs. All BPP Staff have a responsibility to respond to potential breaches of the Prevent duty and also encourage students to be diligent and report any concerns to a member of staff.

For more information please contact:

Inclusion@bpp.com or **Prevent@bpp.com**

Please be aware of:

- Evidence of sharing or accessing extremist materials
- Evidence of homophobic, religious or racist bullying
- Expressions of or incitement to harm to particular groups
- Use of derogatory language towards particular groups

Care Leavers

People leaving Care, people with particular religious or cultural beliefs and people returning to study after many years, are all examples of those who may experience difficulties adjusting to university life. As well as talking to someone from the Learning Support Team you may also find it useful to talk to the BPP Inclusion Team.

The Counselling Service

Taking the first step in deciding to talk to someone about your concerns can feel awkward and anxious - but making that decision is the beginning of your walk into a more positive chapter in your life. Some of the issues we can help you deal with are: anxiety, depression, bereavement, relationships, and loneliness.

Please contact Learning Support and ask for details of the service or contact the Counselling service directly using the information below. The Counselling service is free to all students and remember the Learning Support Team may also be able to assist you.

Web: www.totalwellness.info

Email: contact@totalwellness.info

Phone: 07984153516

The Inclusion Office

Diversity Matters:

So what is the Equality Act 2010?



The Equality Act simplifies, strengthens and harmonises the current legislation to provide Britain with anti-discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society. Discrimination means treating someone unfairly because of who they are.

Equality and Diversity at BPP

Did you know that in Britain the Equality Act 2010 and Human Rights Act 1998 protect you and ensure that you are able to live, work and study in an open and tolerant society? Respecting the values and beliefs of others is an important step towards personal and professional development. At BPP and in the UK, you will be exposed to values and beliefs which may be different from your own. Responding in a respectful way is a true sign of professionalism and demonstrates a maturity which will assist you in building a truly global perspective required for any practicing professional in our ever shrinking world. At BPP, our values ensure that we learn through understanding and tolerance whilst maintaining the ability to challenge divisive or radical perspectives which may threaten tolerance and respect.

Mature Students

At BPP we have a very balanced combination of younger and older students. We understand that your age can affect your approach to study, the way you learn and your self-confidence. We want to ensure that everyone feels a sense of belonging as this will enrich your educational experience. We know that some students may have family, work, caring or other personal commitments and that this can make the balance between these and study a challenge.

Some of the things we assist with:

- Feeling of isolation and getting used to unfamiliar surroundings
- Your work-life balance
- Speak confidentially about diversity issues with a member of staff
- Work with other teams at BPP on your behalf
- Consult with students in focus groups and listen to your feedback
- Raise awareness of students' perspective with all staff at all levels
- Hold diversity events
- Provide opportunities for students to network with peers and access professional diversity networks
- Encourage students to see how engaging with and understanding diversity is essential for your career
- Work with other BPP services to find alternative times and locations which are more convenient for you

If you would like to find out more, connect with likeminded individuals or contribute to one of our Diversity groups don't hesitate to contact us at:

Inclusion@bpp.com

Supporting Diverse Cultures

BPP University is proud to be one of the most culturally and ethnically diverse universities in the UK. We want to ensure that everyone feels a sense of belonging as this will enrich your University or Apprenticeship experience.

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We appreciate that it is not always easy to meet new people, study a new subject or participate in activities and events. We know that your culture, ethnicity or background means that your perspective may be different from those around you. We also know that Diversity makes us stronger and leads us to understand the world around us in new ways.

The Inclusion team can assist with all of aspects of the educational experience so don't hesitate to contact us.

Some of the things we assist with:

- Celebrating a range of cultures, ethnicities and backgrounds
- Feeling of isolation and getting used to unfamiliar surroundings
- Speak confidentially about diversity issues with a member of staff
- Work with other teams at BPP on your behalf
- Consult with students in focus groups and listen to your feedback
- Raise awareness of students' perspective with all staff at all levels
- Hold diversity events
- Provide opportunities for students to network with peers and access professional diversity networks
- Encourage students to see how engaging with and understanding diversity is essential for your career

If you would like to find out more, connect with likeminded individuals or contribute to one of our Diversity groups don't hesitate to contact us at:

Inclusion@bpp.com

Join one of our Diversity Groups

At BPP we understand that Diversity, Inclusion and Difference are fundamental to progress. As part of our ongoing commitment to Inclusion and Diversity we support a series of Diversity Groups organised by students for students.

The aims of the groups are to:

- ✓ Ensure that students have the opportunity to express their views and participate in the continuous improvement of inclusive practice
- ✓ Provide opportunities for students to participate in consultations in relation to developments and activities offered at the University
- ✓ Provide Diversity Peer to Peer Support Networks for students

Each of the groups is sponsored by a senior member of BPP staff:

- **Women's Group**
- **BAME/Cultural Group**
- **Wellbeing and Disability Group**
- **LGBT Group**
- **Mature Student Group**
- **Set up a group of your own!**

For more information about Equality and Diversity at BPP or to join one of our groups, please contact Nicholas Glossop or Christina Lambi at inclusion@bpp.com or call 0330 0603342.





Head of Inclusion & Learning Support:
All Sites
Nicholas Glossop
Tel: 07785 629230



Inclusion Officer:
All Sites
Christina Lambi
Tel: 0330 0603342



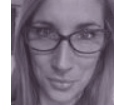
Disability Advisor:
Waterloo
Christopher Wilson
Tel: 020 76334751



I & LS Administrator:
All Sites
Rishika Bhatoa
Tel: 03300 603302



Disability Advisor:
Waterloo & Holborn
Sharon Godfrey
Tel: 020 76334711



Senior Safeguarding & App Engage Officer:
All Sites
Sarah Jane Compson
Tel: 07785 622501



Learning Support Officer:
All Sites
Anastasia Pateraki
Tel: 020 74307069



Disability Advisor:
Business School
James Newton
Tel: 03300 603361



Disability Advisor:
Holborn
Gursharn Wallen
Tel: 020 74308148



I & LS Administrator:
All Sites
Danielle Allchin
Tel: 0330 0603340



Disability Advisor:
Manchester/Leeds
Jason Leeming
Tel: 0161 2446485



Designated Safeguarding Lead:
All Sites
Esme Boniface
Tel: 07929 331519

Service Inboxes:

learningsupport@bpp.com
prevent@bpp.com

inclusion@bpp.com
safeguarding@bpp.com

Equality & Diversity Staff Intranet Site:

bppweb.apollogloball.int/res/diversity/Pages/default.aspx

Website:

www.bpp.com/bpp-university/inclusion

VLE:

'More' 'Inclusion & Learning Support'



BPP INCLUSION

Useful Contacts & Links

learningsupport@bpp.com

inclusion@bpp.com

VLE: “more” - “Inclusion & Learning Support”

Disabled Students Allowance:

www.gov.uk/disabled-students-allowances-dsas/overview

www.mind.org.uk

www.samaritans.org

 @BPPinclusion

 BPP University Diversity and Inclusion

 BPP Network for Professional Apprentices