



Wellbeing and Learning Support at BPP

Inclusion and Learning Support
A pocket guide



Inclusion and 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

”



Who we are and what we do

At BPP we understand that you may require support during your studies. The Learning Support Team provides assistance with a wide range of learning difficulties and disabilities.

How we can help you

As a student with a learning difficulty and/or disability, you are covered by the Equality Act 2010. We take our responsibilities under this act very seriously, working with all BPP teams to make reasonable adjustments so you can access all of our services and participate fully in learning.

Proud to support our students

Whatever your situation, we can help: 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.

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 support on your chosen course and for exams

What are reasonable adjustments?

The reasonable adjustments duty is part of the Equality Act 2010. Its aim is to make sure students with disabilities, or physical or mental health conditions, aren't substantially disadvantaged during their studies.

The Learning Support Office offer students with disabilities reasonable adjustments so that they can reach their full potential.

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.

Tell us and trust us

We encourage you to tell us about your learning difficulty or physical or mental health condition when making your application. This ensures that we can plan your support in advance. 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.

Everything you discuss with the Learning Support Team will be dealt with in the strictest confidence. It will only be shared with relevant 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 who can see your information. We will not share your information with your employers without your consent. We can also offer advice on how to disclose a disability, learning difficulty or physical or mental condition when making applications for employment.

Examinations and assessments

BPP is committed to providing inclusive and fair education for everyone. We will make adjustments to examinations and assessments to ensure that students with a learning difficulty, disability or physical or mental health condition, have an equal and fair opportunity to demonstrate their skills, knowledge and understanding.

Some examples of reasonable adjustments in examinations include: 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.

Providing evidence

In order to implement arrangements for your examinations, you will need to provide us with the appropriate evidence of your learning difficulty, disability, or physical or mental health condition, at least one month before your exams.

If you've not had Learning Support before

Don't worry! We'll guide you through the whole process and answer any questions you might have. Around 11% of students in the University receive support, and many more on our apprenticeships, all supported by our friendly and experienced teams on every University site.

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 any 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 contact us. We can give you advice on getting appropriate support and what evidence could be used.



Dyslexia

Certain Specific Learning Difficulties (SpLDs) such as dyslexia and dyspraxia are more common than people think, and are often undiagnosed. People with very successful professional careers, including doctors and teachers, have been diagnosed as being dyslexic while studying at BPP.

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 SpLDs 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 find out for sure. 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. Contact learningsupport@bpp.com for more information and to make an appointment.

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, such as:

- MindView mindmapping software
- JAWS screen reader
- CCTV scanner/magnifiers
- ZoomText
- TextHelp Gold



Disabled Students' Allowances (University students only)

Disabled Students' Allowances (DSAs) are non-repayable grants designed to assist you with the additional costs that you may incur. 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:

- Specialist equipment allowance
- Non-medical helper's allowance
- General and other expenditure allowance
- Travel costs allowance

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

Your wellbeing and mental health

There are many things that can affect your mood and your studies, and we appreciate that you may just want to discuss your feelings. If you are experiencing low mood, depression, anxiety, have an existing mental health condition, or just want to talk things through, the Learning Support Team is here for you.

Sometimes your wellbeing may be affected by issues related to your identity. It could be 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. Whatever affects you, the Learning Support Team will be able to help you work through any issues.

We can support you through the challenges that university and life naturally present, and also refer you to our counselling service. See page 16 for their contact details.

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.

If you are experiencing any of the following or think you may be, or if you have concerns about a friend or family member, please contact **safeguarding@bpp.com** for confidential advice and support from our specially trained team:

- 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 (FGM)
- Pressure from gangs
- Radicalisation

Prevent

Prevent is the strategy adopted by the Government to stop individuals being radicalised. The intention behind the Prevent duty is to stop the 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 and the 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 **safeguarding@bpp.com**.

Please be aware of:

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

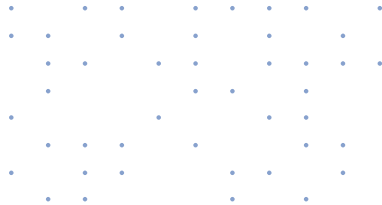
Care leavers

Taking the first step into study can be a daunting experience. You may need time and support to adjust to your course and the study this involves. If you would like to talk to us, please contact inclusion@bpp.com.

The counselling service

Taking the first step to talking to someone can make you feel awkward and anxious - but making that decision is the beginning of 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 the counselling service at totalwellness.info - the service is free to all students. The Learning Support Team may also be able to help you.



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. At BPP, our values ensure that we learn through understanding and tolerance, with the ability to challenge divisive or radical threats to tolerance and respect.

If you feel that you have experienced discrimination or harassment, please contact the Inclusion Office at inclusion@bpp.com.

Mature Students - equality and diversity at BPP

At BPP we have a 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 have family, work, caring or other personal commitments and that this can make studying a challenge.

Inclusion team

The Inclusion Team help with all aspects of the educational experience:

- Providing a safe space to speak confidentially about diversity issues with a member of staff
- Offering support with feelings of isolation and unfamiliar surroundings
- Celebrating a range of cultures, ethnicities and backgrounds
- Working with other teams at BPP on your behalf
- Consulting with students in focus groups and listening to your feedback
- Raising awareness of students' perspectives with all staff at all levels
- Holding diversity events
- Providing opportunities for students to network with peers and access professional diversity networks
- Encouraging students to see how engaging with and understanding diversity is essential for their career
- Working with other BPP services to find alternative times and locations which are more convenient for students

If you would like to find out more, connect with like-minded individuals or contribute to one of our diversity groups, don't hesitate to contact us at inclusion@bpp.com

Supporting diverse cultures

We appreciate that it's 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.

Join one of our diversity groups or become a Diversity Ambassador

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
- LGBTQ+ group
- Mature Students group

For more information about Equality and Diversity at BPP or to set up or join a group, please contact Nicholas Glossop on **0113 3868275** or email **inclusion@bpp.com**.



Head of Service (All sites)

Nicholas Glossop

✉ nicholasglossop@bpp.com

☎ 07785 629 230

Disability, Mental Health, Health (All sites)

✉ learningsupport@bpp.com

Equality and Diversity (All sites)

✉ inclusion@bpp.com

Disability Adviser (Bristol, Birmingham and Cambridge)

Alisha Ban

✉ alishaban@bpp.com

☎ 07500 909 452

Learning Support Coordinator (All sites)

Christopher Wilson

✉ christopherwilson@bpp.com

☎ 0207 633 4751

Disability Adviser (London)

Paul Clark

✉ paulclark@bpp.com

☎ 0330 060 3361

Disability Adviser (Waterloo)

Sharon Godfrey

✉ sharongodfrey@bpp.com

☎ 0207 633 4711

Disability Adviser (London)

Lindsay Towers

✉ lindsaytowers@bpp.com

Disability Adviser (Apprenticeships)

Zoe Peel

✉ zoepeel@bpp.com

Disability Adviser (Manchester/Leeds)

Jason Leeming

✉ jasonleeming@bpp.com

☎ 0161 244 6485

Disability Adviser (Holborn)

Cameron Smillie

✉ cameronsmillie@bpp.com

☎ 0207 430 8127

Deputy Designated Safeguarding Lead (All sites)

Esme Boniface

✉ safeguarding@bpp.com

☎ 07464 542 636

Designated Safeguarding Lead (All sites)

Sara Jane Compson

✉ safeguarding@bpp.com

☎ 07464 542 636

Speak to us

learningsupport@bpp.com

inclusion@bpp.com

prevent@bpp.com

safeguarding@bpp.com

Website:

bpp.com/study/support

VLE:

More > Inclusion & Learning Support

Your story makes you stronger.

✉ **inclusion@bpp.com**

🐦 **[@bppinclusion](https://twitter.com/bppinclusion)**

🌐 **bpp.com/study/support**

Disclaimer: This information is accurate at the date of publication, July 2019. However, some information in it may change without notice. This document is for guidance only and does not form part of any contract.

©BPP Professional Education Limited 2019. 05361

