

Disability Access Statement

1. Introduction

The purpose of the statement is to let disabled people know what facilities we have to enable them to take part as fully as possible in our courses and training programmes.

We are committed to ensuring that learners and delegates with disabilities, including those with learning difficulties are treated fairly. All reasonable adjustments will be made to ensure that disabled people are not disadvantaged and that they can attend our courses and take part in our training programmes secure in the knowledge that we will endeavour to meet their needs and that they will be treated with respect by our staff.

PETA Limited wishes to ensure that it complies with the requirements of the Disability Discrimination Act (as amended by the Special Educational Needs and Disability Act 2005). Therefore, if you have a disability, please ensure that we know what you need so that we can make all reasonable adjustments to help you succeed.

If you use a wheelchair, please let us know when booking your training and we will endeavour to allocate a suitable room to enable you to access our facilities. If you need a carer to attend a class with you, then your carer may accompany you with no fees payable. Please let us know in advance if you would like to take up this opportunity.

Entry to any of our training programmes will normally be limited only by our ability to provide a programme which suits delegates or learners needs, and enough people wishing to undertake it.

2. Commitment to this Statement

Overall responsibility for this Disability Access Statement, lies with the Director, Mr R Hiskey, who is responsible for ensuring that the policy is

cascaded down through all levels of management and supervision to all of our employees.

3. Company Policies

Together with this Disability Access Statement, we have a range of staff policies to help us in our aim to provide quality training programmes.

These include:

- Diversity and Equality Policy Statement
- Health and Safety Policy
- Anti-social Behaviour and Harassment Policy
- Grievance and Appeals Policy
- Data Protection Policy
- Safeguarding Young People Policy and Code of Practice
- Every Child Matters

A copy of these policies can be obtained from the Director's Personal Assistant, by telephoning 023 9253 8700.

4. Delegate Entry to the Management Training and Conference Centre

You can find out about available courses by obtaining a Directory. Telephone 023 9253 8700 or facsimile 023 9220 1331 or e-mail us at: Enquire@peta.co.uk

When you are booking your place, please tell us about any particular requirements you have with regard to access so that we can endeavour to allocate an appropriate training room. There is easy access to our Training Centre for wheelchair users and toilet facilities for disabled people. A hearing loop is also fitted in the Management and Training Conference Centre.

If you have any suggestions for how we can improve our services to better enable disabled people to take fuller part in our courses, or have any comments regarding the way your booking was handled, the course was

conducted, or the facilities available, please contact Dawn Halfacre, Corporate Services Manager on 023 9253 8700.

5. Learner Entry to Work Based Learning Centres

As a training provider we visit schools, colleges and careers events to let students know about PETA and the variety of training programmes we can offer. This may be how you first heard about us. If you would like to find out more about our programmes your first step is to contact Pamela Hall (023 9253 8700) or Enquire@peta.co.uk who will forward an application form to you. If you need help completing this, please let us know.

If you are invited to PETA for interview and require support for this, please let Pamela know in advance whether you need personal help or some technical equipment, or require special access.

We welcome parents or guardians at these initial interviews, the aim of which is to take the opportunity to find out about the sort of programme you want to follow and the level of support you will need. This will also give you the opportunity to tell us about any carers, advisers, specialist medical advisers or other people who have been working with you and may wish to keep in touch and offer us advice on how to assist you in your training programme with us.

You will be required to undertake some Basic Skills Assessments, which will enable us to assess what training may be most appropriate for you. This will also help to identify any learning needs you may have. Feedback from these assessments will be given by a suitably qualified member of staff.

When you join us you will participate in a comprehensive Induction Programme, designed to help you settle in. You may be worried about the reactions of other learner's to your disability. Please, don't worry; it is part of our overall organisational planning process to ensure that all our staff and learners and delegates are informed or trained to understand how to meet the needs of disabled people, by understanding their feelings and preferences and avoiding any language which may cause offence.

We may still unintentionally get it wrong – if we do and we cause offence in any way, please let us know, so that we can put things right.

6. Facilities and Support

Additional support is available for any disabled learner and is provided by the Trainers. Additional support can take many different forms depending on your needs, but it could include:

- Extra teaching on a one to one basis with literacy and numeracy
- Additional time to complete assessments
- In-class support: a person to help you in your lessons
- Enlarged print – for use in class or at home
- Technical equipment – for example large monitor PC
- Other items of equipment may be available through Government or agency funding, especially for your needs after discussion with you.

7. Medical Arrangements

There is a qualified First Aider at all PETA sites. With your permission, and as soon as you join us, we will let the First Aider at your site have more details about your disability and how they can help you if called upon to do so.

8. Examination Arrangements

The Support Team will apply for Special Arrangements in external examinations for example Key/Functional Skills exams. Internal assessments may include the following special arrangements, according to your needs:

- Extra time
- Rest breaks
- Large print papers
- A person to read and/or write for you
- Working in a separate room
- Use of a word processor

9. Complaints and Appeals Procedure

All learners have the right to seek redress for a genuine grievance, which is connected in any way with your employment, learning or assessment. You also have the right to appeal against any disciplinary action if you believe the outcome to be unjust. If you wish, you may be accompanied by a work colleague or trade union official who may speak on your behalf. Most grievances can be resolved by talking the problem through with your supervisor and we encourage all learners, delegates and staff to take this informal route in the first place.

If you join us as a learner, you will sign a Work Based Learning Agreement, which gives full details of our Grievance and Appeals Procedure.

10. Physical Access

Two of our Centres have full disability access, they are:

- a) Management Training and Conference Centre
Unit 1 Access Point, Northarbour Road, Portsmouth, Hants PO6 3TE
- b) Vocational Skills Centre
5 Kenwood Business Park, New Lane, Havant, Hants PO9 2NT

For both of the above Centres, people with disabilities are allocated an appropriate car parking bay, from which access to the building is level and via automatic opening doors to reception at the Management Training and Conference Centre and manual doors at the Vocational Skills Centre.

A lift is provided to access any first floor space and all ground floor areas are accessed without steps.

The ground floor is provided with disabled toilet facilities equipped with disabled WC's. Disabled facilities are also available on the first floor at Access Point.

In the event of a fire, disabled occupants will be assisted off the premises, and local waiting areas are identified on each level adjacent each staircase.

The two remaining Centres are unable to accommodate wheelchair access and this is something we will bear in mind in the future when the opportunity arises. They are:

- a) Business Administration Centre
5a Arundel Street, Portsmouth, Hants PO1 2NB
- b) Entry to Employment Centre
Victoria Gate, Victoria Road, Winchester, Hants SO23 7BU

We recognise that these facilities are not perfect yet and we welcome any suggestions to make reasonable adjustments which will improve everyone's access.

11. Key Staff

Delegates for courses held at the PETA Management Training and Conference Centre should contact Jerry Merrill, Manager – Corporate Training and HR Consultancy, to discuss any special needs.

Tel: 023 9253 8700 E-mail: Jmerrill@peta.co.uk

The key contact for Work Based Learning is: Pamela Hall, Business Development Manager.

Tel: 023 9253 8700 Email: Phall@peta.co.uk

If any member of PETA staff is not immediately available, please leave a message so that they can call you back.

12. Useful Addresses

Skill: National Bureau for Students with Disabilities

Chapter House, 18-20 Crucifix Lane, London SE1 3 JW.

Tel: 020 7450 0620 Fax: 020 7450 0650

Web Site: www.skill.org.uk E-mail: admin@skill.org.uk

British Dyslexia Association

Tel: 0845 251 9002 Web Site: www.bdadyslexia.org.uk

E-mail: admin@bdadyslexia.org.uk or helpline@bdadyslexia.org.uk

Disability Information

Information and guidance from Directgov

Web Site: www.directgov.uk/disabledpeople

Equality and Human Rights Commission

FREEPOST MID02164 Stratford upon Avon CV37 9BR

Tel: 08457 622 633 Textphone: 08457 622 644

Email: info@equalityhumanrights.com Website: www.equalityhumanrights.com