



Disability Statement

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European College of Business and Management Disability Statement

Welcome

I would like to offer a warm welcome to any person with a disability who is thinking of learning or working at the European College of Business and Management (ECBM). The College is committed to becoming a disability-friendly organisation and we welcome your comments to help us improve and develop further this aspect of our work. We will tolerate no form of discrimination against people with any kind of disability and are working to improve progressively the quality of, and accessibility to, our services for people with different disabilities.

Richard Bills
Director

European College of Business and Management Disability Statement

What is this statement for?

We have written this statement to help you decide if we can provide the right sort of support to help you to learn and to succeed in your chosen course.

We offer courses in Business and Management with a focus on international issues.

The College offers no full-time courses and most of our trainees are sent to us by companies or have arranged their own work placement.

At the ECBM, we welcome trainees with disabilities and the purpose of this statement is to show how we can help.

We can only help if we know what your individual needs are, so talk to us to find out what we can do!

Feedback

We welcome any comments you may wish to make about this statement to help us to continue to improve our policies and statements relating to disability awareness. Please address them to Alan Cooper (acooper@eurocollege.org.uk) at the ECBM.

Who should I contact to talk about what I need?

Please ask for the Equal Opportunities Manager, Alan Cooper.

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| Telephone | 020 7749 5940 |
| Fax | 020 7729 6264 |
| Email | acooper@eurocollege.org.uk |

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What do I have to do to join a course?

Getting Advice

Usually, you will need to speak to your training manager at work (or Human Resources Manager or other appropriate person). The College encourages the employers who work with us to support students with disabilities.

You can join some courses on an independent basis. In this case, you will need to speak to Anna Geiss who you can contact at the college by telephone (020 7749 5941) or email (ageiss@eurocollege.org.uk).

Let us know if there is anything we can do to make the application and interview process easier for you.

Your Interview

In all cases, the Programme Manager of the course you want to study will interview you to assess your suitability and to provide you with any guidance you might need. Your specific individual needs will be discussed.

Enrolment

Once the College has accepted you onto a course, you will be helped to enrol on your first attendance.

Other options

We will confirm with you that you are on the right course during the first few weeks and during your review interviews.

If the course offered at the ECBM is not suitable for your needs, we will offer you advice about possible alternatives.

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What sort of support can I expect?

Staff / Mentors

We have staff who can help you with literacy and numeracy or communication issues. These staff will be available to help both in and outside the classroom.

We have access to specialist agencies that can help if you are

- visually impaired
- hearing impaired
- have a physical disability

Whilst on a work placement, you will be visited by an ECBM assessor, who you can talk to about any problems that arise at the workplace.

Technology and equipment

We have computers available to all students in the library and some teaching rooms. They can be used for word processing, spreadsheets, desktop publishing and finding information through the internet.

We can hire specialist equipment if you need it.

We can produce material for you in large print, plain English, or in an audio version.

To request any of this support, speak to your tutor or to the Equal Opportunities Manager.

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What other support is there?

You will see your Programme Manager at the beginning of and during your course. If you are on a Modern Apprenticeship course, you will also see an ECBM assessor at your work placement. These people are there to offer support and help you deal with any problems.

Although we do not have any specialist staff, we can arrange for help with personal care and medical needs.

If you have a social worker, we can work with them to provide the support you need.

The College has staff qualified in first aid.

We will provide you with a Student Handbook which contains the ECBM Equal Opportunities policy, other college policies for students and a range of other information to support you during the course.

Can I get any other educational support?

We can offer guidance

- if you wish to go on to Higher Education
- about your future career plans.

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Can I get help with tests and assessments?

You should tell us what you need as soon as possible so that we can make arrangements with the examining board.

The sort of help you might be able to get is:

- extra time for tests
- a person to read / write for you
- a room on your own
- papers in large print
- spoken instead of written assessment
- you may be able to submit evidence on tape, photograph or dictated by you to others

You can talk about these needs with your Programme Manager, your tutor, or the Equal Opportunities Manager.

What can I do if I am not happy with my course?

If you are unhappy with your course, please tell us why. We can only help if we know what is wrong.

You will find the complaints policy and procedure in your copy of the student handbook. They are also available at the College's reception desk.

If you want to make a complaint you can approach the Director or Equal Opportunities Manager, or your Programme Manager, either in person or in writing.

Special arrangements can be made to ensure that students with a disability can use the complaints and appeal procedures – for example, an advocate or friend can support you when making a complaint.

An audio version of the procedure is available.

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How accessible is your building?

The College is in Great Eastern Street, near the City of London, with a bus stop outside the building and about a quarter of a mile from Old Street tube station (Northern Line).

The College building has seven floors and all of these are served by a lift.

There is an adapted toilet on the lower ground floor.

Wheelchair access is by a removable ramp over the front step. There is a college wheelchair suitable for the lift, if your wheelchair is too big.

The College has no car parking.

We have a number of employers who provide work placements. Some of their premises are wheel-chair accessible and others are not. You will need to talk about this matter with your Programme Manager or the Equal Opportunities Manager.

Written: December 2002

Amended: May 2007