



## STUDENT SERVICES

# Working to Support Students Living with ASD/ASPERGER'S SYNDROME



### STUDENT SERVICES:

Money Advice, Funding, Accommodation, Jobs, Careers, Personal Matters, Learner Support, Volunteering

**MAKE YOUR FUTURE BRIGHTER**



**At Edinburgh's Telford College, we have supported many people living with Asperger's Syndrome or on the Autistic Spectrum during their studies on a wide variety of full-time and part-time courses.**

Some of these students requested support and advice to help them through their course and some opted not to. This leaflet gives information on the type of support we can offer students and how we find out what kind of support you might need.

Student Services work with teaching staff and support workers. We are committed to providing students with ASD or Asperger's Syndrome with the best and most appropriate support the College can reasonably access. This can include:

- Access to advice and guidance at drop-in times or appointments
- A named contact person who can liaise with you and your course tutors
- Advising teaching staff of your in class requirements
- Helping students to apply for assistive learning technology, such as laptops and MP3 recorders
- Access to the College Personal Matters Advice and Referral service if you require.

If you simply want someone to talk to about any problems or concerns we can arrange a time with you when a member of staff will be available to see you.

- Student Services aims to recruit 1 to 1 support workers to provide support for students who have a requirement for it at the College. The College also tries to source appropriate support from other agencies as far as resources will allow. This includes support equipment and assistive technology for learning.
- Student Services are continually striving to further develop good working relationships with external organisations to source support, advice and up to date information on ASD or Asperger's Syndrome issues.
- Student Services work with students, teaching staff and support workers to ensure that everyone is kept informed of the support on offer both before the courses start and while you are on the course.
- Student Services can also work to support you with the help of a family member or contact person of your choice. Please let us know if there is someone who supports you regularly that you would like to be involved in discussing your support at College.

**What to do if you are on the autistic spectrum or live with Asperger's and are interested in applying for a course?**

You will need to make an application on the College course application form. These are available from the College and online and a member of Student Services staff can help you to complete one, if you require.

**How do I tell the College that I am living with ASD or with Asperger's Syndrome?**

You need to tick the box (10 disability not listed) on the application form in Section 3 (Additional Information). If you want to write "ASD" or "Asperger's Syndrome" on the form, you will find that there is space enough to write it in the area next to the question "Do you have a learner support need?"

**I have handed my application form in, what happens now?**

One of the Student Services Officers will contact you by phone or email to ask what sort of support you need if you are successful in getting a place at College. If you prefer,

you can arrange with the Student Services Officer who calls you to meet up and discuss what kind of support you need. You are welcome to bring along a support worker or family member if you wish to do so. It is important that you give as much information as possible in your answers. If you do not want or require any support while you are at College, please tell us: the decision on whether you have support or not is your choice to make.

Please note that answering these questions does not guarantee that you will receive this support. It also does not mean that you have been offered a place at College.

**Examples of the questions they might ask are as follows:**

- Do you have any other common support needs associated with ASD or Asperger's Syndrome: dyslexia, dyspraxia etc?
- What kind of support have you had in the past?
- Do you have someone who helps you outside of College? We can give you details of local organisations, if you wish.
- Would you require a "quiet area" in college?
- Would you like regular progress updates from your tutors? Would you need our assistance in setting these up?
- Do you need a regular contact person you can see when available to discuss how you are feeling about College?
- Would you like someone to help 'orientate' you in the building if you are offered a place? We can practise routes to your classrooms and provide you with a map.

Teaching staff will look at the past achievements you note on your application form and compare these with the entry requirements and will decide on whether you are suitable for the course. **This process is standard for all students.**

**Some courses require you to come in for an interview.**

**If you require support for this, please contact Student Services to let them know:**

- The sort of support you will need during this interview.
- The date, time and location of your interview
- The course you are being interviewed for
- Please do this as soon as you have been invited for an interview

Student Services staff ask that you understand the challenges involved in providing support at short notice and it may be that some flexibility is required to provide appropriate support at a suitable time.

**I have been offered a place on the course..what happens now?**

If you require someone to work with you 1 to 1 for support in college (e.g. a notetaker, study buddy etc), then Student Services will do the following:

- They will ask teaching staff to provide them with the timetable for your course. Please note that timetables are often not available until the start of term, and may be subject to changes.
- They aim to source a 1 to 1 support worker (if required) who will be appropriate to your needs and who will be available to work with you in College.
- They will advise teaching staff (with your permission) of their responsibilities to provide you with support in class (e.g. such as notes from the class being sent to you in an accessible format, changes to assessment materials etc). They will also pass on any information you consider important, that you wish your tutors to know.

- They will be available for you if you need to ask questions or find out more about what life might be like at College.

Student Services will do everything they can to be able to provide you with reasonable and appropriate support.

**However, sometimes this is not possible due to the following:**

- Support workers often work part-time and have other work commitments, and often they may not be available to work with you in every class.
- Timetables are always subject to changes, and it is often not possible for support workers to be able to fit into new class times.

Student Services are not involved in developing timetables and are not able to organise support until they have received notification of timetable changes.

**What you should do before you accept a place on the course:**

You need to understand that the support you have asked for is not guaranteed, but that Student Services will always aim to provide support wherever reasonable and possible.

**You must take this into consideration if you decide to accept a place on course.**

Student Services' staff will be available to answer any questions prior to your acceptance on course and throughout your course.

**Contacts in Edinburgh for ASD or Asperger's Syndrome:**

Number 6, an agency which specialises in support for people living with ASD and High Functioning Asperger's Syndrome and their families will be able to provide advice and guidance of their support and other support networks in Edinburgh. They can be contacted at:

**Number 6, 6 Melville Crescent, Edinburgh EH3 7JA**

**Tel: 0131 240 2370**

**Email: [oss@autisminitiatives.org](mailto:oss@autisminitiatives.org)**

**www: [www.number6.org.uk](http://www.number6.org.uk)**

**How to contact Student Services:**

You can contact Student Services by email on: **[learnersupport@ed-coll.ac.uk](mailto:learnersupport@ed-coll.ac.uk)**

You can also contact us by telephone on **0131 559 4000**.

Our office is located on the Ground Floor of the Campus building at:

**350 West Granton Road, Edinburgh.**

**Good luck with your application!**

Edinburgh's Telford College strives to be an inclusive College that welcomes and supports learners from all age and ethnic groups, genders, abilities, sexual orientations, cultural and religious backgrounds. The College has developed policies to ensure that unfair discrimination does not occur and is ethically and legally committed to equal opportunity in all institutional areas of activity. Appropriate remedial and, if necessary, disciplinary action will be taken in order to eliminate discrimination wherever it occurs. Telford is founded on the principles of creating an inclusive College, one College for all.



**0131 559 4000**

**[www.ed-coll.ac.uk](http://www.ed-coll.ac.uk)**

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