



MARINE SOCIETY COLLEGE LEARNING SUPPORT POLICY

2017 - 2018

Learning Support Policy 2017 - 2018

Introduction

It is acknowledged that seafarers may well require support while on the programme so this policy is designed to explain the procedures followed to identify any learning difficulties a seafarer may experience.

General seafarer assistance

Seafarers who wish to continue their learning are offered impartial and confidential advice and guidance on the most appropriate level and programme. At the application stage they are requested to indicate if they have any particular learning need so that the college can offer appropriate support.

If a seafarer struggles with basic skills in literacy and numeracy, then the following procedure is implemented:

- When a seafarer approaches Marine Society College for advice and guidance, any previous qualifications and grades and experiences are taken into account
- All learners are subject to initial assessment via our online diagnostics tests in English and maths. Once received, the Initial Assessment is marked and the level of achievement noted
- Depending upon the results the learner will receive advice and guidance on the most appropriate course to study
- For those studying maths, diagnostic skills tests help to identify whether IGCSE or GCSE at foundation or higher level should be studied
- A learner may be advised to consider a foundation course or Level 2 (I/GCSE). Any differences in the courses will be explained and the advice takes into account the seafarer's need in terms of why they approached Marine Society College (whether it be for career development, as a base for further education or for general improvement)
- Marine Society College has developed online maritime-contextualised up-skilling courses, Maths@sea and Writing@sea which can be used as foundation to I/GCSE study
- Where it is felt that further investigation may be necessary, the seafarer is advised to take an initial screening online through the British Dyslexia Association. Marine Society College has linked with an educational psychology service, which offers competitive fees for assessment. Marine Society College may offer to fund screening test/assessment. Guidance on this policy is offered in the Marine Society College website under *Learner Centre*
- If psychological assessment takes place, then the seafarer is given advice on next steps and tutors are advised of strategies to use to support the learner.

It is acknowledged that Marine Society College staff are not literacy/numeracy or SEND, (Special Educational Needs and Disabilities), specialists and this is highlighted to all enquirers.

Marine Society College respects every person's right to privacy and will treat all enquiries with the utmost confidence.

For those identified as having learning needs and who enrol on the Level 2 (GCSE) or Level 3 (A Level) provision, the above procedure is followed as appropriate.

In addition, if a learner enrolls and explains that they have dyslexia or other specific learning need the following procedure is followed:

- If the learner has a recent, (i.e. within the last three years), full psychologist's report, then a copy is requested
- The learner understands that by stating they have a learning need; this information will be passed to OOL which will ensure that the tutor allocated is aware of any additional support required
- Marine Society College will, in addition, notify OOL of the learner's special requirements (e.g. materials printed on suitable paper and with suitable type) before any materials are sent to the learner
- If a learner registers for an examination and has evidence, (i.e. a report from a certified educational psychologist), of an identified learning need then the Marine Society College will follow procedures set in place by the awarding bodies and JCQ to ensure that the learner is not disadvantaged when sitting an examination. (It may mean that extra time for the examinations is granted by the examination board for example).

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