



THE EMPLOYEE DEVELOPMENT FORUM LTD

DISABILITY STATEMENT

Policy Overview

The Employee Development Forum Ltd aims to provide genuine equality of opportunity to staff, learners or prospective learners. Within this context, people/learners who have a disability shall, as far as possible, not be excluded from participation by The EDF Ltd with respect to admission to any of The EDF Ltd programmes solely on account of disability or special needs.

The Employee Development Forum Ltd has adopted the following policies in support of this aim:

- Equality & Diversity Policy
- Harassment and Bullying Policy

Implementation of Policies

The Managing Director of The Employee Development Forum Ltd is responsible for ensuring that the Policy for people/learners who have a disability is disseminated within The Employee Development Forum Ltd and implemented as effectively as possible.

The Employee Development Forum Ltd welcomes applications from people/learners who have a disability and endeavours to consider their individual special needs. Support for people/learners who have a disability may require negotiation on the provision of facilities not normally available. If individual needs cannot reasonably be met, the prospective learner will be advised of the reasons why and will be given appropriate advice.

The Employee Development Forum Ltd is concerned that people/learners who have a disability should be able to complete a programme of study with as little inconvenience as possible.

The Employee Development Forum Ltd will consider methods of training and assessment, which take into account the special needs of people/learners who have a disability and are designed to make a fair assessment of each learner's ability.

Disability awareness training is made available to members of The Employee Development Forum Ltd staff.

The Employee Development Forum Ltd can advise and assist learners and employers in seeking funding from external sources. The Employee Development Forum Ltd is not able, however, to provide financial assistance except in very limited and exceptional circumstances and by prior agreement.

Links with External Agencies

The Employee Development Forum Ltd collaborates and liaises with external organisations concerned with the needs of people/learners who have a disability and are able to assist in investigating financial and practical help available.



Current Provision

Staffing

The member of staff with primary responsibility for learners with disabilities is the Managing Director

The Employee Development Forum Ltd can provide the following advice, guidance and support in relation to people/learners who have a disability:

- Advice to prospective applicants, learners and members of staff on the provision of facilities and services available within The Employee Development Forum Ltd
- Co-ordinating the arrangements for the assessment of learners with disabilities.
- Liaison with external organisations concerned with the needs of people/learners who have a disability.
- Advice on external sources of financial support and assistance to help further a learner's and/or employer's application for such funds.
- Preparation and distribution of information sheets on support available for those with specific disabilities.
- Advice on suitable equipment.
- Organisation of personal helpers and support workers (e.g. lip-speakers, sign language interpreters, lip-readers and note-takers/transcribers).

Welfare Support and Advice Services

The Employee Development Forum Ltd provides a range of welfare and support services available to all learners, including:

Careers Guidance Service

We work closely with the local Learning & Skills Councils. One of the advisers at the local Learning and Skills Council has special responsibility for people/learners who have a disability and are invited to make early use of the service. Any learner who is identified with a special needs requirement can be referred to our local Careers service that has a specialist resource on opportunities for people/learners who have a disability and a web site link. The Careers Service is accessible to people/learners who have a disability but staff also offers to see learners in an alternative venue if appropriate.

Counseling Service

A specialist counseling service can be arranged which provides a confidential, individual counseling service for learners.



Practical and Technical Support

As set out in Staffing (above), the EDF can assist learners in organising personal helpers and support workers. Through Social Services and Henshaws Society for the Blind, a programme of mobility training is available for blind/visually-impaired learners.

Restrictions

The Employee Development Forum Ltd works with employers and endeavours, wherever possible, to accommodate the needs of people/learners who have a disability. Physical access to some buildings will, however, be difficult. Prospective learners must assure themselves, before accepting a place with The Employee Development Forum Ltd or one of its supporting employers, that their special requirements can be met.

Prospective learners must make sure that if they feel they have insufficient funds or do not have access to grants to support their special needs, they draw it to the attention of The Employee Development Forum Ltd. This applies whether or not learners are in receipt of a Disabled Clients Allowance as costs may well exceed the funds available through the DSA.

The Employee Development Forum Ltd will do all, as far as is reasonably practical, assist in securing additional funds to cover the learner's special needs, but this cannot be guaranteed.

Signed:

Paul Kendall

Managing Director

Date:

