

## HEI / Disability / Accessibility Support Service Contact Details

<i>HEI/FEI/Other HE course provider</i>	Leeds College Of Music is an FEI specialist music Conservatoire with HE UG & PG course provision. It is a subsidiary of Leeds City College.
<i>Contact Name &amp; Position</i>	Laura York, Student Disability Advice Coordinator Scott Sinfield, Disability Advisor
<i>Postal Address</i>	Student Services, Leeds College of Music, 3 Quarry Hill, Leeds, LS2 7PD.
<i>Telephone No. – Voice</i>	0113 222 3421
<i>Minicom / SMS</i>	
<i>Email(s) – if a general disability support service email address is available please be sure to give this</i>	disability@lcm.ac.uk
<i>Web information / URL</i>	<a href="http://tinyurl.com/lcmsupport">http://tinyurl.com/lcmsupport</a>

## Institutional provisions and accommodations

<i>Are any assistive technology resources available via the University Network? If so what is available?</i>	MindGenius is available on the Conservatoire's IT network and ZoomText can be linked to students' individual log-in IDs by arrangement with IT Support. Learning Support computers have access to TextHelp Read and Write Gold.
<i>Are any assistive technology resources available made available to the for students with disabilities/SpLDs? If so what is available?</i>	Students may access Learning Support for specific disability study skills support.
<i>Does University accommodation have internet access? Do students have to pay? Please tell us about campus wifi coverage.</i>	The Conservatoire has no accommodation of its own, but student halls of residence in the area usually have internet access. Free Wi-Fi access is available in the Conservatoire to all

	enrolled students accessing the network.
<i>Does the library make any accommodations for students with disabilities/SpLDs?</i>	The library offers wheelchair access, a book collection service, fetch and carry service, photocopiers and printers with a range of coloured paper stocks, e-books (where available), longer loans on some library books and printed music, large print book and music ordering service, and library guides and information in alternative formats, upon request. Shelves and books are clearly labelled in size 22 font. Students can borrow book chairs and coloured overlays for use in the library.
<i>Do you have study areas on campus specifically for the use of students with disabilities/SpLDs? Is specialist AT available in these areas? Please list.</i>	The Conservatoire has a small, heavily used one-building campus with no specific study areas for disabled students or those with SpLDs. Study rooms in the library are, however, available and Learning Support has a dedicated room within the Conservatoire with access to some AT (see above).
<i>Are examination script labels used for students with disabilities to identify the scripts to markers? Please give as much detail as possible. Please make distinctions between coursework and examinations where appropriate.</i>	The Conservatoire has in place an Access Arrangements policy which covers disability access arrangements for all assessments. There are no written timed examinations on any of our courses but extensions to assignment deadlines can be arranged and arrangements made for in-house timed tests.
<i>What arrangements are in place for students in receipt of extended testing time?</i>	See above.
<i>Does the HEI cover costs for support workers in examinations ie for readers and scribes...or is the DSA used to cover these?</i>	Not usually required because there are no timed examinations on any of our courses, but DSA would be used if required.
<i>Do any other 'student services' have particular provisions for students with disabilities? For example is there a dedicated careers adviser, study abroad adviser, residential</i>	No specific provision – the disability coordinator and advisor liaise with other support services such as accommodation, welfare and careers on the student's behalf.

<i>services/accommodation adviser, study skills adviser?</i>	
<i>Any other specialist provisions?</i>	Leeds College Of Music is a specialist music Conservatoire and runs all of its courses on an Apple Mac platform. The Conservatoire is an Apple Accredited Training Centre for the Apple Mac recording and arranging software Logic Pro X. We offer specialist tuition on this software. Extra tuition in music theory is also available specifically for students with learning difficulties within this.

### **Procedures for interim support**

<i>What procedure / provision is in place relating to 'interim' support – ie support to be made available to students in advance of funding body entitlement information?</i>	The Disability Coordinator and Advisor will arrange interim support on an individual basis, usually including access to Learning Support and mentoring/study skills support as soon as the DSA1 form has been completed and sent.
---	---

### **Apple Macs**

<i>Courses that are delivered EXCLUSIVELY using the Apple Mac platform. i.e. where the student could not complete the course using a Windows computer.</i>	All courses are delivered exclusively on the Apple Mac platform:  BA (Hons) Music – Classical BA (Hons) Music – Jazz BA (Hons) Music – Popular BA (Hons) Music – Music Production BA (Hons) Music – Combined (any two of the above pathways) FD Music Production BA (Hons) Music – Business BA (Hons) Music – New Music BA (Hons) Music – Film Music PG Dip, MA, MMus Music Production, Performance and Composition
--	--

## NMH Provision

<p><i>Please describe the HEI's favoured NMH arrangements ie In-house service, use of external providers – please name the providers you work with most closely or those you have arrangements with:-</i></p>	<p>In-house provision of NMH Support, arranged by the Student Disability Advice Coordinator.</p>
<p><i>If you have an in-house service please give support roles and charge rates:-</i></p>	
<p><i>Support Role</i> <i>Charge Rate ex VAT</i> <i>Charge Rate inc VAT</i></p>	<p><b>Specialist One to One Study Skills Support</b> (Learning Support Tutor) (Band 4) Specialist study skills support tailored to specific learning difficulty and ASC's; can include music theory tuition if specified in DSA Needs Assessment. £50 per hour (no VAT)</p>
<p><i>Support Role</i> <i>Charge Rate ex VAT</i> <i>Charge Rate inc VAT</i></p>	<p><b>Specialist Mentor</b> (Band 4) Specialist disability mentoring support for students with autism and Mental Health Condition's. The mentor can assist with time management, organisation, goal setting and accessing all opportunities to develop learning. £50 per hour (no VAT)</p>
<p><i>Support Role</i> <i>Charge Rate ex VAT</i> <i>Charge Rate inc VAT</i></p>	<p><b>Study Assistant</b> (Band 2) Study assistance to support students with a specific learning difficulty or disability to adapt to the academic demands of HE, provide information, help with time keeping, organisation and provide practical support. £21 per hour (no VAT)</p>
<p><i>Support Role</i> <i>Charge Rate ex VAT</i> <i>Charge Rate inc VAT</i></p>	<p><b>Examination Support Worker</b> (Band 2) Examination support for specific learning difficulty or disability access exams including specific support with</p>

	<p>reading, wiring and prompting e.g. reading out the examination paper, writing down student answers using exactly the words used by the student and giving a prompt as to when it is time to move on to another question.</p> <p>£21 per hour (no VAT)</p>
<p><i>Support Role</i> <i>Charge Rate ex VAT</i> <i>Charge Rate inc VAT</i></p>	<p><b>Practical Support Assistant</b> (Band 1) Providing practical support such as carrying and setting up music equipment, guiding around facilities, reading information on plasma screens.</p> <p>£19 per hour (no VAT)</p>
<p><i>Support Role</i> <i>Charge Rate ex VAT</i> <i>Charge Rate inc VAT</i></p>	<p><b>Library Support Assistant</b> (Band 1) Assistance with accessing library facilities and services including fetching and carrying books, carrying out photocopying, locating items in the library, working one to one with a specific student in addition to the services offered to all students by library staff.</p> <p>£19 per hour (no VAT)</p>
<p><i>Support Role</i> <i>Charge Rate ex VAT</i> <i>Charge Rate inc VAT</i></p>	<p><b>Reader</b> (Band 1) Providing reading support such as reading aloud for a student whose disability makes reading or other forms of accessing text impossible.</p> <p>£19 per hour (no VAT)</p>
<p><i>Support Role</i> <i>Charge Rate ex VAT</i> <i>Charge Rate inc VAT</i></p>	<p><b>Scribe</b> (Band 1) Providing writing support by writing down or typing what a student dictates.</p> <p>£19 per hour (no VAT)</p>
<p><i>Support Role</i> <i>Charge Rate ex VAT</i> <i>Charge Rate inc VAT</i></p>	<p><b>Sighted Guide</b> (Band 1) Providing one to one mobility assistance to a student with a visual impairment helping them navigate their</p>

	<p>way around the college.</p> <p>£20 per hour (no VAT)</p>
<p><i>Support Role</i></p> <p><i>Charge Rate ex VAT</i></p> <p><i>Charge Rate inc VAT</i></p>	<p><b>Proof Reader / text checker (Band 1)</b></p> <p>Assisting the student to proof read and check text. Reading through the student's work and pointing out errors in grammar/spelling/structure etc. and suggesting ways to correct similar mistakes in the future.</p> <p>£19 per hour (no VAT)</p>

### Further information

*Anything more we can add to your entry about support for students with disabilities?*

Leeds College Of Music is a small specialist music Conservatoire with a higher than average proportion of disabled students and those with learning difficulties. It has a high uptake of DSA. Course information sheets are available for each HE course to give more information on the specialist nature of the courses, including specialist software and equipment used and the methods of delivery and assessment of each course. However, we recommend that Assessors contact the Disability Advice Coordinator or Disability Advisor for more information before finalising the study needs report. These information sheets are updated periodically.

Leeds College Of Music is a subsidiary of Leeds City College. The parent institution should be listed as the course provider for student finance purposes. This is purely an administrative requirement.