

## ITEC NORTH EAST – DISABILITY STATEMENT



### Foreword:




I am pleased to provide you with information about what we can offer if you have a disability. This statement tells you what help and support ITEC North East can give you if you want to learn with us. Information on all the training we offer can be found by visiting our website at [www.itecne.co.uk](http://www.itecne.co.uk)





We have a reputation as a professional, quality provider and we want to ensure we are able to give you the right sort of support to help you learn and succeed. Please do not hesitate to contact staff at our training centres if you would like more information or a visit to your local centre (see below for contact details).

*David D Baker*  
Managing Director

### Contact Names:

Please ask for Jim Gillesphey (Quality Improvement Manager) who is the first point of contact for all disabled learners or speak to our Centre Manager at your nearest training centre.

 Telephone: 01325 320052  
 Fax: 01325 317530  
 Email: [info@itecne.co.uk](mailto:info@itecne.co.uk)

<b>CENTRES</b>	<b>Newton Aycliffe</b> 	<b>Middlesbrough</b> 	<b>Team Valley</b> 
<b>MANAGERS</b>	June Peverley	Dawn Lewis	Shaun Newton
	01325 320052	01642 232550	0191 490 4671



## **How do I apply?**

You will need to complete an application form (also available online) and return it to your nearest centre. Once we have your form you will be asked to attend the training centre for an interview. During this interview you will be asked a number of general questions, for example your hobbies, interests, academic achievement, why you have applied to ITEC North East etc., You will also be asked questions relating to your disability, this is because most of your training will be delivered at an employers' premises (see Site Access below). Currently all programmes offered require you to complete an NVQ (National Vocational Qualification) which must be achieved with an employer.

Following the interview, you will be asked to complete an Initial Assessment, which normally takes up to half a day. You will be told if you have been successful straight away.

If successful, further initial assessments will be administered (at a later date) in order to prepare your Individual Learning Plan before you start your learning programme with ITEC North East Limited.

## **Who can help?**

The following manager has experience of helping people with disabilities and would be pleased to talk to you:

Jim Gillesphey – Quality Improvement Manager      ☎ 01325 320052

## **How can we help?**

ITEC North East Limited does not have specialist staff, but we can arrange for the help you need.

To ensure that ITEC North East can offer the most appropriate assistance our entire staff undertakes training in equal opportunities.

We have links to specialist agencies that can help with a number of disabilities including hearing impairment, dyslexia, visual impairment and physical disability.

Each training centre has a computer suite accessible for all our learners.

In some instances equipment is available to borrow so that you can take it with you to an employer / placement.

## **What arrangements are there for Assessments and Examinations?**

Arrangements can be made with examining and awarding bodies to give you additional help, but we would need to know as soon as possible.

The sort of help you might be able to have includes:

- Extra time for tests
- A separate room
- Large print documents

## **What to do if you are not happy**

ITEC North East aims to provide a level of support that will enable all learners to have equal access to all of its programmes. However if you become unhappy with any aspect of our service, you can ask to see your Centre Manager.

ITEC North East Limited has a well-established Grievance / Complaint procedure and a copy is available if requested.

When you join ITEC North East you will be given a copy of the Equality & Diversity Policy.

Copies are available in large print.

## Site Access

ITEC North East Limited has three training centres in the North East. Nearly all of the time on your learning programme will be at an employer's premises. ITEC North East Limited currently has a bank of over 250 employer partners, some of which are more easily accessible than others.



**Aycliffe Business Park, Newton Aycliffe:**

Located on 1<sup>st</sup> floor, currently with lift access. It has designated parking for persons with a disability and designated toilets on the ground floor.



**Team Valley, Gateshead:**

Located on 1<sup>st</sup> floor of the Skills Academy with lift access. The Skills Academy has designated car parking for persons with a disability and accessible toilets can be found on all floors.



**Middlesbrough Town Centre:**

Located on the second floor with lift access. Currently there is very little parking around the building. Toilets are located on each floor.



Issue 1	Issue 2	Issue 3	Issue 4	
June 03	July 04	Oct 06	April 09	