



**SEN and Disability Local Offer:  
Sixth Forms and FE Colleges**

**Name: Wigan and Leigh College**

<b>College/Sixth Form Setting Name and Address</b>	Wigan and Leigh College Parsons Walk Wigan WN1 1RS	<b>Telephone Number</b>	01942 761111
		<b>Website Address</b>	www.wigan-leigh.ac.uk
<b>Does the College/sixth form setting specialise in meeting the needs of young people with a particular type of LDD?</b>	Wigan and Leigh College welcomes applicants with learning difficulties, disabilities, sensory and physical impairments and has a strong tradition of providing high quality learning support. The college has a team of highly qualified and experienced learning support staff who are skilled in meeting the needs of a wide range of learners, removing barriers to learning and promoting independence in learning.		
<b>What age range of learners does the College/sixth form setting cater for?</b>	14+		
<b>What is the admission criteria for your College/sixth form?</b>	Entry Level – No formal entry requirements Level 1 – A minimum of 5 A*-E/F GCSE subject grades or equivalent Level 2 – A minimum of 5 A*-D GCSE subject grades or equivalent including Maths or English grade C Level 3 – A minimum of 5 A*-C GCSE subject grades or equivalent including Maths or English grade C		
<b>Name and contact details of your College/sixth form setting Additional Learning Support lead</b>	Shelley Nuttall Divisional Manager – Additional Learning Support Wigan and Leigh College Parson's Walk WN1 1RS		

Name and contact details of the person/role responsible for maintaining details of the Local Offer

<b>Name of Person and Job Title</b>	Shelley Nuttall Divisional Manager – Additional Learning Support		
<b>Contact telephone number</b>	01942 761887/761849	<b>Email</b>	s.nuttall@wigan-leigh.ac.uk

I confirm that our Local Offer has now been published on the College/sixth form setting website.

<b>Please give the URL for the direct link to your College/sixth form setting Local Offer</b>	<a href="http://www.wigan-leigh.ac.uk">http://www.wigan-leigh.ac.uk</a>		
<b>Name</b>	<b>Shelley Nuttall</b>	<b>Date</b>	<b>17.11.2014</b>

**Accessibility and Inclusion**

Wigan & Leigh College has a long standing history in providing quality education and training.

This is achieved through exceptional teaching, support and guidance over an extensive range of academic, vocational and apprenticeship courses.

Each year we strive to provide programmes at a wide range of levels to suit all abilities and offer an Additional Learning Support service dedicated to increasing accessibility for learners with learning difficulties and disabilities.

We offer a significant number of progression routes within College and, at the same time, provide key employability skills preparing students for life after College.

Recently a multi-million pound investment has been made across our Wigan and Leigh Centres to provide top of the range facilities, resources and learning environments.

We will encourage and support all learners, regardless of learning difference, difficulty or disability to achieve their potential.

Wigan & Leigh College has been providing high-quality education and training locally for over 150 years. It is the only General Further Education College in the towns of Wigan and Leigh, serving a population of approximately 310,000. The College aims to be inclusive and to offer equality of opportunity. This is demonstrated in the breadth and scope of our provision. Each year, over 14,000 people choose to study at the College, their needs being at the heart of everything we provide.

The College operates from a number of sites across the borough. All the college's sites are fully accessible to students who have mobility difficulties through the provision of lifts and ramps. There are a number of refuge points to be used in the event of an emergency evacuation

Parson's Walk Centre - This centre has extensive commercial facilities that include a Hair & Beauty Salon, the Wheel Restaurant and a Travel Shop.

School for the Arts - This centre's modern facilities include Art & Design studios, photographic darkrooms, Apple Mac & IT suites, editing and recording studios and a TV studio.

Pagefield Centre - The centre has state-of-the art classrooms and workshops in areas that range from Construction Crafts, Mechanical Engineering and Motor Vehicle Engineering

These three centres are located in Wigan, close to the town centre.

The Image Centre in Leigh is a designated "Wella Centre of Excellence" dedicated to hair, beauty and holistic therapy. The centre offers realistic salons, a nail studio, a theatrical & media make-up room, spa pool, sauna and floatation couch.

Sixth Form Centre - This centre has ultra-modern facilities, including specialist science laboratories, media edit suites, music rooms, a theatrical performance space, art workshops/studios, language laboratory ICT classrooms, library, learning resources technology centre and student common room.

Both these centres are close to the town centre of Leigh.

There are courses for full-time and part-time students, both school leavers and adults. These are mostly delivered at the main College sites, but there are many classes in local schools and other venues. We also have an Employment Service team dedicated to working with you if you are unemployed and need support in getting re-trained and interview techniques. Through partnership arrangements, pupils from local High Schools can also study at the College.

The College has developed a wide choice of qualifications at all levels from entry level through to professional and post-graduate courses. Further Education students can choose GCSEs, Diplomas and NVQs, as well as a wide range of specialist courses. There is also an expanding Higher Education portfolio of Foundation Degrees, Higher Nationals and Certificates for the benefit of adult students of all ages, both full-time and part-time.

### **Site Accessibility**

All the college's sites are fully accessible to students who have mobility difficulties through the

provision of automatic doors, lifts and ramps, (with the exception of the control gallery in the Saidy Theatre WSA).

Parson's Walk, Pagefield and Leigh Sixth Form Centre sites all have accessible toilet facilities and hygiene rooms/showers with electric overhead hoists and adjustable changing tables. At Parson's walk there is an Aerolet toilet facility which is electronically controlled to lift vertically – this can be reinstalled at any of our sites.

The Image Centre Leigh has accessible toilets, an adjustable changing table, an electric hoist and accessible shower facilities.

School for the Arts has accessible toilets and a manual hoist is available.

We have staff available at all sites who are trained to assist with personal care needs.

There are a number of refuge points across all sites which can be used in the event of an emergency evacuation. All students with mobility difficulties will undergo a PEEP, (Personal Emergency and Evacuation Plan) assessment and if necessary will be allocated a buddy who will wait with them at a refuge point in the event of an emergency evacuation.

**Additional Learning Support** is available at all sites to students on all levels of programme.

Wigan and Leigh College welcomes applicants with learning difficulties, disabilities, sensory and physical impairments and has a strong tradition of providing high quality learning support. The college has a team of highly qualified and experienced learning support staff who are skilled in meeting the needs of a wide range of learners, removing barriers to learning and promoting independence in learning.

You will initially be given a confidential assessment with our **Learning Support Co-ordinator** or one of our team of **Additional Learning Support Officers**. These staff can support you through the transition process from school to college and will help to identify a suitable package of support which may include:

**Learning Support Assistants (LSAs)** can provide support in and outside of the classroom. An LSA can help with things like; note taking, organisational skills, reinforcing the class tutor's instruction, adapting materials, mobility issues and personal care needs.

**Learning Support Tutors** are fully trained staff with specialist qualifications. They are experienced in assessing and supporting students with a wide range of difficulties including dyslexia, dyspraxia, Asperger's Syndrome and students with mental health issues.

**Specialist equipment and software is available on loan to students.** Our highly trained team can assess your enabling technology requirements. We have a range of specialist equipment from low tech aids and hardware through to high tech equipment and specialist software.

#### **Hardware**

- Pen grips – variety of shapes, sizes, colours and textures to help improve pen/pencil grip for handwriting
- Pens – variety of pens with alternative grips, varying thickness of pen and tip and variety of shapes and sizes to improve grip for handwriting
- Rulers – RNIB grooved/high contrast, rulers with handles – help improve accessibility for visually impaired/those with co-ordination difficulties
- Scissors on block – enables students with limited mobility to cut paper and other materials
- Wikki Sticks – wax coated string in variety of colours that enable students with a Visual Impairment (VI) to feel the outline of a shape etc
- Salt and Sand Trays – to be used as a multi-sensory resource when working on letter shapes. The sand can be used wet and this can then be moulded to form a shape. We also

have a can of shaving foam that can be used in a similar way and great for those who love the smell of aftershave!

- Maths Rods (Cuisenaire) Base 10 – useful multi-sensory teaching resource
- Wooden Letters – multi-sensory support for literacy/handwriting work
- Paper – carbonised, coloured, lined (bold, large spaces etc), enlarged graph paper, grid paper
- Magnifiers – A6 & A4 sheet, hand held, desk mounted, dome, magnifying bars (like a ruler), screen enlarger (can enlarge a monitor/television by around 50%), magnifying software (see High Tech section)
- CCTV x 2 – Magnifying system that allows students with a print impairment (VI, SpLD) to access written material. Can also be used when handwriting/ annotating handouts etc. Has ability to alter magnification, colours e.g. to high contrast, adjustable tracking bar to limit amount of text that can be seen on screen at any one time. Can be pointed towards the board or down on the desk to offer the user the ability to read hand outs as well as information presented on the Smartboard etc.
- Read IT Scholar – used by a Blind or visually impaired user to convert text e.g. from a handout or textbook to an audio file instantly. This can be read back to the user or presented on screen in a variety of colours or layout. The camera used to scan documents can be aimed towards a distant object e.g. a whiteboard from the back of the class and the user can see the details on a PC or take a shot of the image
- Braille embosser – printer for Braille output
- Thermal fuser – images can be printed, photocopied or handwritten with a special pen, on to swell paper and heated in thermal fuser to raise the image so students with VI can access simple diagrams
- Copy holder – free standing A4 with option to extend to (almost) A3, PC monitor-mounted, light weight copy holder
- Basic Skills prompt cards for literacy and numeracy – help to remember multiplication tables, commonly used words, days/months, metric units, numbers in words, capital letters etc.
- SMOG Readability – a 'ready reckoner' for calculating the readability of text
- Wrist, back, hand and foot rests
- Stress balls etc – variety of shapes, sizes and textures
- Heat pads
- Games – e.g. Scrabble, lotto cards
- Dictaphones – Voice Activated Recorder (VAR), digital, standard analogue, iPod mic & speaker (converts SOME models of iPod to a digital voice recorder), digital Dictaphones able to download/upload recordings to PC
- Headphones – a variety of headphones including standard headset, headphones with mics (for voice recording)
- Microphones – small selection of microphones including lapel mics and free standing mics
- Loop system – Classroom loop systems are requested via Enabling Technology and installed by Premises. The Additional Learning Support Team has provision for individual loop systems which cover a small range
- Talking measuring jug & scales – for those unable to see measurements or understand scales of measurement
- Stopwatches, standard watch, clock

- Glare guard – to reduce flicker particularly from older CRT monitors
- Dictionaries – ACE (aural phonetic dictionary), enlarged text, standard dictionary, specialist subject dictionaries, talking dictionary
- Spellcheckers/Thesaurus – a range of sizes, basic – academic vocabulary, speaking, phonetic
- Reading Pen – can scan and speak word, sentence, paragraph – great for scanning journal references etc. Some will connect to PC to download scanned text
- Flash cards – for variety of subjects
- Calculators – a range of calculators both basic and scientific. Calculators may have large keys, auditory output, printouts to PC for graphs of formulae etc
- Slant board – (writing slope) – light-weight folding slant boards, Posturite boards with magnetic paper holder (heavier but more stable)
- Mice – variety of standard, optical, ergonomic, rollerball, trackpad (like on a laptop), joystick available for those students who have difficulty accessing a computer using standard equipment
- Switches – recordable – simple short message can be easily recorded at anytime, connectable to PC to operate on-screen keyboard etc, connectable to electrical appliances to switch on kettle, radio etc
- Keyboards – variety of ergonomic, single handed user, Intellikeys, wireless, with/without key guards, big keys, waterproof, stickers to adapt standard keyboards to upper/lower case, high contrast colours, available for those students who have difficulty accessing a computer using standard equipment
- Laptops – enable students with handwriting, physical diffs, VI, Specific Learning Difficulties etc to access the curriculum and particularly for those that require specialist software e.g. magnification, screen reading
- Pen drives – storage device used to store and transfer data from one PC to another. Used as an alternative to floppy disks as they store a lot more information
- Scanner – for scanning text or images to PC
- Kindle Player – allowing access to electronic books, the majority of which are supported with audio feedback.
- A range of adjustable tables and chairs
- Wheelchair
- Portable ramps for use with wheelchair
- Manual handling/ personal care equipment e.g. hoist and slings, disposable gloves, radar keys for disabled toilets etc
- Knee pads, hats, ear defenders etc

## **Software**

- Accessibility options – via Inclusive Learning enables – allows adaptations to standard functions of mouse, keyboard, screen appearance, magnification, sound output etc
- Zoomtext – magnification and screen reading software particularly useful for students with VI. Similar to Supanova
- Lightning with Speech – similar to Supanova

- ClaroRead – screen reading, spelling, word prediction, text to audio
- ClaroView – software to change the background colour on a PC screen. Useful for people with visual stress/Mears Irlen Syndrome
- My Study Bar – Features a range of literacy support software such as screen reading software, word prediction, conversion of text to audio as well as the ability to change the background colours on a PC screen. The software is free and open source and can be run from a pen drive. Therefore it can be used as a very basic alternative to ClaroRead when working at home etc.
- My Vis Bar – Has a range of tools that can be used by students with VIs. It can be used to add magnification, provide very large cursor points etc. The software is free and open source and can be run via a pen drive
- City Vision Colour screener – Mears Irlen screening assessment software that can help to identify the appropriate overlay/pc screen background colour to minimise visual difficulties
- Guide – speech output software mainly for VI students
- JAWS – screen reading software mainly for VI students
- Texthelp – screen reading, spelling, word prediction and text to audio facility ONLY in the ET Room
- Inspiration – mind mapping software useful for students with planning and organisational diffs and particularly good for visual learners. Also produces flowcharts
- Mind Manager – mind-mapping software useful for students with planning and organisational diffs and particularly good for visual learners. Can send mind maps to PowerPoint to produce a ready-made presentation from info on your mind map. Planned to be available on the college network after Christmas 07
- Dragon & Dragon Mobile (includes a digital VAR) – software that can produce text from your voice recording (following training). Useful for students with handwriting diffs, physical diffs, SpLDs etc
- Co-Writer 4000 – word prediction software for students who have difficulty spelling
- Duxbury – Braille translation software available for use with the Braille embosser
- Quick Tac – Allows for the production of Braille diagrams as an alternative to thermally fused images
- Dolphin Easy Converter software – converts text to a raw format that can then be used to produce alternative format resources e.g. a book chapter can be converted to the raw format then that same book chapter can be converted to Braille, audio, enlarged text very easily and quickly
- Handwriting – a piece of software to enable learners to develop cursive and non-cursive letter forms good for emerging hand writers
- Aspire – study skills strategies available on CD
- OSKA – on screen keyboard that can be personalised to the learner e.g. enlarged, keyboard layout can be set as required QWERY or ABC layouts as well as restricted letters for emerging readers/spellers.
- Times Table Revision CD – learn times tables via song and rhyme

The Additional Learning Support Team can also work with teaching staff to support your learning, organise access arrangements for examinations and assignments and help you apply for Disabled Student's Allowance (Higher Education).

## Accessible information

We also hold a range of core textbooks in accessible format e.g. audio, PDF, Braille etc. and can produce alternative format resources from journal articles, textbooks, workbooks, exam papers etc. on request. All the College's policies, procedures and information can be made available in alternative formats upon request, e.g. braille, different text size/font. Loop systems are available at all receptions.

## Teaching and Learning

Wigan and Leigh college is committed to providing high quality, personalised, inclusive teaching and learning. This inclusive ethos means that curriculum and support teams work in partnership to minimise barriers for students with learning difficulties and disabilities. All students benefit from a Personal Tutor who monitors progress throughout the academic year and provide 1:1 support in terms of action planning and target setting. Additional learning support can be provided within and outside of the classroom for learners assessed as requiring this extra support.

## Progress monitoring and review

All students are reviewed at least biannually in the form of a Student Review Board. Detailed support is put in place for any learner where performance is at risk. Contact with parents plus parents' evenings occur at least once per academic year. Individual learning plans are set for all learners and performance against targets are monitored in year.

All students requiring Additional Learning Support receive an Additional Learning Support Plan. This is shared with every member of staff who teaches them. Levels of support are reviewed at least three times a year.

## Safeguarding

Wigan & Leigh College is committed to provide a caring and supportive environment for all its learners. It believes that learners should be safeguarded from harm and will respond to all cases of suspected abuse. The college will take steps to minimise the risk or protect learners from further harm.

The College accepts that it has a statutory and moral duty to promote and safeguard the welfare of its learners under the age of 18 and adults i.e. those who are vulnerable. The College will:-

- establish a safe learning environment in which all learners can learn and develop,
- provide learners with information to make them aware of how to keep themselves safe,
- ensure learners know who they can approach if they are concerned.
- maintain clear procedures to identify and refer suspected cases of abuse, ensuring all staff are aware of and follow the Safeguarding Policy and relevant procedures,
- link with appropriate agencies to safeguard and promote student achievement following Safeguarding Joint Working Protocols.
- adopt appropriate safe recruitment and human resource procedures. Inform the Local Authority Designated Officer (LADO) of concerns pertaining to staff members' suitability to work with children and young people and of safeguarding allegations,
- provide up-to-date safeguarding related training for all staff working with children and adults and ensure their attendance.



- collect information about available services in order to provide appropriate support for all learners.
- liaise with employers to ensure relevant learners on placements or training have appropriate safeguards in place.

The safety of all our students is very important to us. We want all our students to feel safe and be safe. We have a team of Designated Protection Officers. We also have a number of Student Liaison Officers who can listen, support and put students in contact with the right people. All students also have a Personal Tutor who can offer ongoing advice and support.

## Health (including Emotional Health and Wellbeing)

### Additional Learning Support - Promoting good mental health through learning

The Additional Learning Support Team is committed to promoting good mental health through learning. We have Mental Health Tutors who can arrange an appointment for a one-to-one informal discussion about options. All information provided will be treated discreetly and in confidence. We can provide advice and assistance about the College courses available, course fees and the support we can provide throughout your time with us which will be personally designed to suit your needs.

#### How we can help you

- Service available for all ages and abilities
- Informal introduction at a place to suit you
- Focus on your needs and interests
- Help in joining College
- One-to-one tutorial support
- On-going advice on your College career and your future

#### How will you benefit?

- Developing a positive outlook
- Building up your confidence
- Meeting new friends
- Stimulating your mind
- Upgrading your skills
- Structuring your day

#### Contact details

For further information on opportunities at College, please contact:

Jill Mumford - 07766 070768

Ruth Heaton - 07771 674018

Email: [j.mumford@wigan-leigh.ac.uk](mailto:j.mumford@wigan-leigh.ac.uk)

#### Counselling

The Topas Project

The College also works in partnership with The Topas Project to provide an in-house private and confidential counselling service to all students

The college recognises that it can sometimes be difficult for individuals to discuss the problems they

are facing or to share worries with family and friends leading to feelings of loneliness and isolation.

Students can visit access the Topas Project in college. Drop in sessions are available where students can speak to one of the counsellors privately and in confidence and arrange further one-to-one support and counselling.

### **Medication**

College staff do not administer any form of medication, (with the exception of emergency situations providing staff have been appropriately trained), nor can college staff take responsibility for reminding students to take medication. Students who self-administer medication will be assessed by the Additional Learning Support Team to agree how and where medication will be stored. Students will be able to use the hygiene rooms to store and administer their own medication if necessary.

### **First Aid**

College Appointed First Aiders are available at all sites.

## **Communication**

Contact with parents and guardians takes place across the year at set dates e.g., parent's evenings and also as and when contact is deemed as being required. The college website also provides key information to parents and guardians. Appointments can be made throughout the year to meet with members of the Additional Learning Support Team and other key staff.

## **Working together**

Parental and guardian support is valued by the college; we see this as a two way process to maximise the best support for all of our learners. Students are reviewed at least once per year in the form of a progress review, which is shared with parents and guardians.

## **Help and support available**

### **Completing Documents / Forms**

The Student Services Team including Reception Services will provide guidance to all students who require support to complete College related application forms with the exception of parts related to an individual's personal financial information. Where possible we will offer alternative sources of independent, regulated information.

### **Careers Advice**

The Advice & Progression Team can offer the following support:

- Face-to-face appointments with one of our advisers, available at all College centres
- Advice and guidance to help learners make decisions about a future course or career route
- Progression interviews for students to help plan their next steps
- Helping our students identify and build the skills needed to get ahead
- Identifying any research and planning required to support career ambitions
- Advice on course application forms
- Supporting students with UCAS applications

- Supporting current learners with job searches, CVs, letters, job applications
- Sign-posting to internal and external support agencies

### **Appointments**

To book a one-to-one appointment with one of our Advisers, on a site of your choice, please contact our Reception team on one of the numbers below:

Parsons Walk - 01942 761681

Pagefield - 01942 761840

Leigh 6<sup>th</sup> Form - 01942 761440

### **Learner Support**

We also have a range of support and information available for all adults aged 19+ about getting help with:-

- Transport to College
- Course and Exam Fees
- Childcare Support
- Books and resources
- Materials and equipment (further restrictions apply in this category)

For those aged 24+ and studying at level 3 or 4 all course fees are supported by the 24+ Advanced Learning Loan. All loans are subject to terms and conditions and are administered by Student Finance England.

Support in the categories listed above is also available to those in receipt of a loan from the College's 24+ Bursary scheme.

For Further information please go to [www.wigan-leigh.ac.uk](http://www.wigan-leigh.ac.uk)

Click on Students Services – Finance and Welfare

Students aged 19-25 and have a Learning Difficulty Assessment (139a) or Educational Health Plan could also be eligible for **Free College Meals**.

**Terms and conditions apply to all funding and changes are made each year. Please refer to the College website for the most up to date information and current support offer.**

### **Bursary Funding**

If you are aged 16-19 and attending a full time programme of learning you may be eligible for support from the College's 16-19 Bursary Fund. There are 2 types of bursary so please check the type you are most eligible to apply to.

Priority Bursary – Worth up to £1200 per academic year

To apply you must meet one of the following criteria:-

- Be a young person in care or an unaccompanied Asylum Seeker
- Be a care leaver
- Be in receipt of income support or universal credit in your own right
- Be in receipt of Employment Support Allowance (or Universal Credit) and Disability Living Allowance (or the new Personal Independence Payment)

Standard Bursary

Subject to household income threshold of £25,000 (subject to change)

Awards are made to help towards the cost of:

- Bus passes
- Monthly payments of £50 giving you the flexibility and decision making power to meet your course needs for material, uniforms, equipment, trips, etc.

For Further information and application forms please go to [www.wigan-leigh.ac.uk](http://www.wigan-leigh.ac.uk)

Click on Students Services – Finance and Welfare

**Terms and conditions apply to all funding and changes are made each year. Please refer to the College website for the most up to date information and current support offer.**

### **Free College Meals (New from Sept 14)**

To qualify, either the student or the parent of the student will need to be in receipt of:

- Income Support
- Income based Jobseekers Allowance
- Income related Employment Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed element of the State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs
- Working Tax Credit run- on – paid for 4 weeks until you stop qualifying for Working Tax Credit
- During the initial roll out of the benefit – Universal Credit

To apply for Free College Meals please complete a **Free College Meal Application Form** or complete the Free College Meal section of the Bursary application form.

### **Transport Costs**

Students at Wigan & Leigh College can benefit from a range of support to meet the costs of travelling to and from College.

Please see the following sections for financial support towards the cost of travel

- 16-19 Bursary
- 19+ Learner Support Fund
- 24+ Bursary

In addition

### **Wigan & Leigh College are offering you a FREE bus pass for the 2015/16 academic year!**

The FREE bus pass will be available to all **full-time** students aged **16-18** as at 31st August 2015.

Get this, you can even use the bus pass any time throughout the day, including evenings and weekends!

Passes are available for any 'Stagecoach', 'Arriva North West' and 'First Manchester, Bolton & Leigh' bus.

Students will initially be issued a free bus pass for **Term 1**. Travel Passes for Terms 2 and 3 will be distributed to you should your College attendance be **90%** or above

**Terms and Conditions apply see our website for full details [www.wigan-leigh.ac.uk](http://www.wigan-leigh.ac.uk)**

Students who do not qualify for support from the College are advised to:-

- Purchase a Scholar's permit if they are aged 16-18. This gives students reduced fare prices on all bus and rail networks in the Greater Manchester area
- Check out offers on line from the companies you travel with. Many will offer reduced schemes to students
- Purchase weekly, monthly or termly passes if funds permit. Buying longer term passes can mean substantial savings.

## **Progression**

Students can access independent Advice and Guidance from the team based in Student Services at Wigan & Leigh College. For further details please see the Careers Advice section.

Students will develop career and education planning skills as part of all courses at Wigan & Leigh College and will also benefit from tutorial support and progression interviews conducted by the tutors in the course area they have selected.

Independent guest speakers from industry and other financial support agencies such as Student Finance England talks and information sessions to all students at key parts of the year.

Wigan & Leigh College has a comprehensive range of courses that students can progress to including Higher Education provision and Apprenticeships. Information about all courses is available to students and members of the public through the College website: [www.wigan-leigh.ac.uk](http://www.wigan-leigh.ac.uk) and prospectuses.

## **Transition to and from College**

The College works with a number of schools to provide a wide range of activities to inform students on the pathways available at College. This includes school assemblies, attendance at parent's evenings, careers events, open evenings, advertising, online and digital media and marketing materials. We also advise Year 11 pupils of open evenings via a postcard and letter sent to households.

All students apply through the College application form (paper based version and online) which includes estimated grades. The student is then interviewed by the admissions interview team to discuss their aspirations and plan their next steps prior to entry to the College. Where a support need is identified, the student will also meet with a member of the Additional Learning Support team.

The College works alongside schools and liaises with key members of staff in mainstream and special schools e.g. Careers Teachers, SENCO, YOT and other support agencies to support the transition to the College.

The College requests information from schools about applicants during the summer term to ensure any support can be put in place for the beginning of term.

In addition to school activities, the College provides:-

- Taster days in Year 10
- Open Evenings
- Keep warm activities
- Applicant welcome day

## **Enrichment/Additionality**

The college has an extensive enrichment programme, both cross college and within division. The college's philosophy is to ensure students enjoy whilst achieving. Work experience and employability form part of programmes of study.

