

# LEARNING

## POLICY STATEMENT

In accordance with the mission statement “providing excellent education for all”, the College is committed to providing an inclusive learning environment for all sections of the community.

The College aims to ensure that students meet their qualification aims, and raise their aspirations in order to develop their full potential.

### **It is the College policy that:**

- 1 There is a match between individual learners’ needs and the courses and support offered
- 2 Assessment of key skills relevant to chosen courses will be carried out to determine the level and type of support needed
- 3 Previous learning experiences will be considered and preferred learning styles will be recognised. All teams will ensure a differentiated approach to the curriculum offer and delivery of learning programmes
- 4 Students will be given the opportunity and encouraged to question, feedback and participate in classes
- 5 A range of learning environments will be provided to encourage independent and flexible learning such as drop in workshops, open access centres as well as formal teaching and learning environments. Open learning and home based learning will be encouraged where appropriate
- 6 Learning resources appropriate to learning styles will be employed and the use of Information Learning Technology (ILT) will be maximised. The range of resources will reflect the additional needs of some learners
- 7 Work based learning and work experience will be incorporated to help students relate theory to practice and to provide them with direct experience of the world of work
- 8 Throughout all provision a breadth of learning experience will be provided incorporating the development of key skills and opportunities for curriculum enrichment
- 9 All students will receive support through their learning programmes from personal tutors and careers advisory staff, and all will be encouraged to maintain a personal development plan enabling them to make informed choices about progression
- 10 A culture of lifelong learning will be actively promoted
- 11 The Learning Policy will be consistent and complementary to all other College policies and in particular to the Equal Opportunities, Race Equality, Disability and Health & Safety policies
- 12 The Learning Policy will be monitored through the College Performance Review Process

### **The policy will be implemented in the following way:**

- 1 **There is a match between individual learners’ needs and the courses and support offered**
  - 1.1 Advice and guidance about the match of provision to learners’ needs will be provided in accordance with the College Admissions policy.

1.2 As part of the Admissions process the College will take account of prior learning, accrediting prior learning where appropriate, and identifying appropriate progression for individual learners.

1.3 Through open days, interviews and tutor contact there will be an assessment of student learning goals, the appropriateness of proposed provision and an assessment of how provision will meet individual needs.

**2 Assessment of key skills relevant to chosen courses will be carried out to determine the level and type of support needed**

2.1 All full time students will receive an initial key skills assessment at the commencement of courses.

2.2 Outcomes will inform tutors of support needs and the appropriate key skills levels to be undertaken by individual students.

2.3 Throughout the delivery of key skills students will receive support to enable them to achieve targeted levels.

**3 Previous learning experiences will be considered and preferred learning styles will be recognised. All teams will ensure a differentiated approach to the curriculum offer and delivery of learning programmes**

3.1 Information about prior learning will be requested from students and qualifications on entry will be recorded.

3.2 Tutors will employ a variety of learning activities to reflect different learning styles.

3.3 Tutors will monitor the effectiveness of employing strategies of differentiated learning in achieving learning outcomes.

3.4 Student questionnaires and focus groups will provide students with an opportunity to feed back on their experiences of the success of learning strategies being employed.

3.5 Classroom observation reports will provide tutors with an impartial assessment of the effectiveness of teaching and learning strategies.

**4 Students will be given the opportunity and encouraged to question, feedback and participate in classes**

4.1 Techniques to encourage student involvement and participation in the classroom will form part of session lesson plans.

4.2 The level of student participation and involvement will form part of a tutor's self-assessment of the success of sessions and will be part of feedback comments arising from classroom observation reports.

**5 A range of learning environments will be provided to encourage independent and flexible learning such as drop in workshops, open access centres as well as formal teaching and learning environments. Open learning and home based learning will be encouraged where appropriate**

5.1 The Learning Resources Centre, base rooms and drop-in facilities will be available to provide students with opportunities for independent study.

5.2 These physical environments will be centres for the availability of learning materials designed to enhance the learning process.

- 5.3 In accordance with the Learning Resources policy close links will be maintained between LRC staff and lecturers in formulating specific collections and learning packages then made available to students.
- 5.4 As part of computing on-line support, learning facilities will be accessible from outreach centres and available for home-based learning.
- 6 Learning resources appropriate to learning styles will be employed and the use of Information Learning Technology (ILT) will be maximised. The range of resources will reflect the additional needs of some learners**
- 6.1 In accordance with the ILT policy, the use of ILT within the College will be maximised with programme areas ensuring that students have appropriate access to PCs to enable both formal in-class sessions and independent study to be supported through IT.
- 6.2 ILT will be employed to provide additional learning support for students using purpose-designed software that supports the learning process.
- 6.3 In accordance with the Information and Learning Technology (ILT) policy the College will make available to students access to computer-based learning, to learning materials held on the College Intranet and to Internet facilities.
- 7 Work based learning and work experience will be incorporated to help students relate theory to practice and to provide them with direct experience of the world of work**
- 7.1 All full time students will be able to participate in a work experience component within their full time programme of study.
- 7.2 Appropriate vocational skills will be developed through realistic work environments.
- 7.3 Work based learning involving the training of students in employment will utilise their experience in the work place as well as the development of knowledge and skills within the College environment.
- 8 Throughout all provision a breadth of learning experience will be provided incorporating the development of key skills and opportunities for curriculum enrichment**
- 8.1 All students will have the opportunity to develop key skills and to take external assessments.
- 8.2 As part of cross-college provision, and also as an integrated part of programmes, students will have opportunities to participate in activities designed to enrich their learning experience.
- 8.3 Enrichment programmes across the College and within programme areas will be available to all and will form part of a programme for students designed to enhance personal development, citizenship and skills relating to employability.
- 9 All students will receive support through their learning programmes from personal tutors and careers advisory staff, and all will be encouraged to maintain a personal development plan enabling them to make informed choices about progression**
- 9.1 In accordance with the College Tutorial Policy all students will be supported through their programmes of study.
- 9.2 Individual learning plans will form part of the monitoring of learning success through the tutorial system.

9.3 As part of tutorial support, tutors will deliver a programme of careers education and guidance which will support learners in making fully informed decisions about the progression opportunities open to them.

9.4 Within the College, careers advice will be available through tutors and external careers advisors.

**10 A culture of lifelong learning will be actively promoted**

10.1 Throughout the College the emphasis on progression and taking learning to further levels will underpin all advice and guidance and contribute to a culture committed to lifelong learning.

10.2 The development of provision targeted at adult learners, adult returners and adults in employment will emphasise learning as a lifelong experience.

10.3 In accordance with the College's Equal Opportunities Policy there will be no ageism evident in student selection for courses and the College will maintain its open access commitment.

11 The Learning Policy will be consistent and complementary to all other College policies and in particular to the Equal Opportunities, Race Equality, Disability and Health & Safety policies

12 The Learning Policy will be monitored through the College Performance Review Process