

Dreach aig 01/04/08

Sabhal Mòr Ostaig
Colaiste Ghàidhlig na h-Alba

Leabhar-làimhe do dh' Oileanaich
air a' Chùrsa Inntigidh

Bliadhna 2008-2009



Sabhal Mòr Ostaig
Scotland's Gaelic College

Handbook for Students of
An Cùrsa Inntigidh

Academic Year 2008-2009



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**Luchd-Obrach na Colaiste agus a' Chùrsa Inntigidh
Staff of the College and An Cùrsa Inntigidh**

Stiùiriche na Colaiste College Director	Tormod MacGilliosa
Ceannard an Fhoghlaim Head of Studies	Iain T. MacLeòid
Ceannard Foghlam Fad Beatha (FFB) Head of Lifelong Learning (LLL)	Alison Dix
Neach-comhairle a' Chùrsa Inntigidh Course Adviser	Mark Wringe
Neach-rianachd àrd ìre Cùrsaichean Air-loidhne Senior Administrator for Online Courses	Liz NicIleathainn
Neach-rianachd Cùrsaichean Air-loidhne Administrator for Online Courses	Anna Rothach
Neach-rianachd Cùrsaichean Air-loidhne (pàirt-tìde) Administrator for Online Courses (part-time)	Sùsaidh Arnold
Sgrìobhadairean a' Chùrsa Inntigidh Writers of An Cùrsa Inntigidh	Iain Mac an Tàilleir Murchadh MacLeòid
Neach-comhairle Seirbheisean Oileanach Student Services Adviser	Sheila Hamilton
Luchd-oide a' Chùrsa Inntigidh/Tutors of An Cùrsa Inntigidh Mhoireasdan, Morag Nic'III'Fhinnein, Gilleasbuig Feargasdan, Seumas Grand is Gillebrìde Mac 'Illemhaoil	Murchadh MacLeòid, Seònaid NicDhòmhnaill, Beathag

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**Sgioba Rianachd Cùrsaichean Air-loidhne
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**Cuimhnich nach eil thu nad aonar. Tha luchd-rianachd agus luchd-oide ann airson do chuideachadh.
Remember you are not alone. Administrative staff and tutors are there to help you.**

Fàilte dhan Chùrsa Inntigidh agus gu Sabhal Mòr Ostaig

Tha Sabhal Mòr Ostaig (SMO) na phàirtiche de dh' Institiùd OGE nam Mìle Bliadhna. Tha fiosrachadh riatanach an lùib an leabhar-làimhe seo a bheir dhut stiùireadh feumail fhad 's a bhios tu nad oileanach air astar aig SMO. Feuch gun leugh thu gu faiceallach e aig toiseach a' Chùrsa. Bheir an Sgioba Rianachd comhairle dhut ma bhios tu ag iarraidh barrachd mìneachaidh air rud sam bith. Bheir An Cùrsa Inntigidh dhut cothrom Gàidhlig ionnsachadh ge b' e càite a bheil thu a' fuireach.

Foghlam air Astar airson na Gàidhlig

Ged nach e dòigh fhurasta cuspair ionnsachadh a th' ann, tha e a' tighinn ris a' Ghàidhlig glè mhath. Tha luchd-ionnsachaidh a' daingneachadh cheanglaichean ris a' Ghàidhealtachd tro Shabhal Mòr Ostaig.

Comhairle a thaobh ionnsachaidh

Cuir rian air do chuid tìde agus lorg àite sàmhach, cofhurtail. Thòir dhut fhèin co-dhiù aon uair a thìde a h-uile latha gus Gàidhlig ionnsachadh; 's fheàrr beagan a h-uile latha na cus aig a' mhionaid mu dheireadh. Iarr air an fheadhainn eile san teaghlach spèis agus taic a thoirt dhut.

Welcome to An Cùrsa Inntigidh and to Sabhal Mòr Ostaig

Sabhal Mòr Ostaig (SMO) is a partner of the UHI Millennium Institute. This handbook contains essential information which will guide you through your period of study as a distance-learner at SMO. The Administrative Team will advise on any matters requiring further explanation. An Cùrsa Inntigidh provides an opportunity to learn Gaelic no matter where you live.

Distance Learning and Gaelic

Although not an easy way to learn a subject, it is very well suited to the learning of Gaelic. Learners forge links with Gaelic-speaking areas via the world's only Gaelic medium college, Sabhal Mòr Ostaig.

Useful techniques

Organise your time and find a quiet comfortable place to study. Give at least one hour every day to yourself and An Cùrsa Inntigidh. It is better to work little and often than too much at the last minute. Ask others in the family to show respect and support for what you are doing.

Stuth Ionnsachaidh Inbheach air a dhealbh a dh'aona ghnòthach airson Foghlaim Air Astar

Tha na leabhraichean-obrach ann am pdf furasta a chleachdadh. Feumaidh Adobe Acrobat Reader a bhith air a' choimpiutair agad. Mura h-eil 's urrainn dhut fhaotainn saor an-asgaidh. Gheibh oileanaich faclan-faire airson nan leabhraichean-obrach agus nam faidhleachan-fuaim aig toiseach gach Earrainn às dèidh dhaibh na cìsean a phàigheadh. Chan fhaodar an toirt do chuideigin eile. 'S toil leis a' mhòr-chuid de na h-oileanaich na leabhraichean-obrach a chlà-bhualadh. Feumaidh clò-bhualadair a bhith agad. Faodar **nan CDan** fhaotainn airson cosgais a bharrachd. Feumaidh tu measaidhean beòil a chlàradh air **prògram clàraidh fuaim** agus gheibh thu lethbhreac bhon làrach-lìn saor an-asgaidh. Feumaidh fòn-cluaise le microfòn aonaichte a bhith agad cuideachd agus fòn airson nan co-labhairtean fòn. **Chan eil feum air stuth-ionnsachaidh eile.**

Stuth Ionnsachaidh a' Chùrsa

Tha dà aonad deug ann agus tha iad air an roinn nan trì Earrannan. Tha Earrann 1 a' dèiligeadh ri Aonadan 1-6; Earrann 2 Aonadan 7-9 is Earrann 3 ri Aonadan 10-12. Tha na CDan / faidhleachan fuaim nam pàirt riatanach dhen Chùrsa.

Aig deireadh a h-uile leabhair-obrach tha liosta-fhaclan ann agus stuth taice airson nan co-labhairtean fòn.

Quality Learning Materials designed specifically for Distance learners

Enjoy the convenience of **workbooks** in pdf (Portable Document Format). You need **Adobe Acrobat Reader** to access the workbooks. If you don't already have it on your computer, you can download it free. **Passwords** for access to workbooks and sound files are given to students at the beginning of each Earrann after payment of fees. These passwords must not be given to anyone else. Most students like to print out their workbooks, therefore a **printer** is necessary. **CDs** will be supplied on request at the beginning of each Earrann for an additional cost. To complete the oral part of assignments you will need to record your voice using a **sound recording program** such as Audacity, which can be downloaded free from the internet. You will also need headphones with an integrated microphone and a telephone for access to the phone tutorials. **No other learning materials are required.**

Course materials

The course consists of twelve units and is divided into three Earrannan. Earrann 1 covers units 1 to 6; Earrann 2 units 7-9 and Earrann 3 units 10-12. The CDs/sound files are an essential part of the course.

At the end of each workbook there is an A-Z word list and support material for the telephone tutorials.

Tha **Stuth a bharrachd** ri fhaotainn bhon **Àrainneachd Ionnsachaidh Air-loidhne (AIA)**. Tha seo a' gabhail a-staigh clàr-innse, plana-obrach agus gràmar a bharrachd, le eacarsaichean agus freagairtean gus deuchainn a dhèanamh ort fhèin. 'S urrainn dhut còmhradh ris na h-oileanaich eile le a bhith a' cleachdadh **a' Bhùird-Chòmhradh**. Bidh ceumannan airson an AIA air a chur thugad ro **Seachdain 0** (Seachdain Inntigidh Air-loidhne)

Measaidhean

Gheibh thu measadh air an latha mu dheireadh den Earrann, le eacarsaichean labhairt is sgrìobhaidh nan cois. Feumaidh tu an coileanadh agus an cur dhan neach-oide agad le post-dealan. Tha 70% de na comharraidhean ann airson a' phàipear sgrìobhte agus 30% airson nan eacarsaichean labhairt. Cùm sùil air a' chlàr-ama gus a bhith cinnteach cuin am faigh thu na measaidhean.

Tha e agad ri 75% fhaighinn airson gach measadh airson a bhith soirbheachail. Mura bheil thu soirbheachail, bidh dà chothrom eile agad am measadh a dhèanamh gu soirbheachail. Dh' fhaodadh tu a' cumail a' dol leis an ath Earrann ach feumaidh tu a bhith soirbheachail leis a' chiad mheasadh mus dean thu an ath fhear.

Tha deich làithean aig na h-oileanaich airson am measadh aca a chur dhan luchd-oide aca. Ma tha measadh air a chur a-steach fadalach dhan neach-oide gun chead ro làimh, bidh comharraidhean de 2% air an toirt dheth airson a h-uile latha

Supplemental Material is available from the **Online Learning Environment (OLE)**. This includes an Index, Workplan and Supplemental Grammar with exercises and answers so that you can test yourself. You can keep in touch with other students by using the **Discussion Board**. Instructions on accessing the OLE will be sent to you prior to **Seachdain 0** (Online Induction Week).

Assessments

An assessment will be issued to you by e-mail on the last day of each Earrann. Each assessment will consist of a written paper and oral exercises which you complete and send to your tutor by e-mail. 70% of the marks are allocated to the written paper and 30% to the oral exercises. Consult your timetable to make sure when assessments are due to be issued.

The pass mark for the end of Earrann assessments is 75% and students have two opportunities to re-sit each assessment. If you fail an end of Earrann assessment you can continue with the next Earrann but must successfully pass the re-sit before sitting the next end of Earrann assessment.

Students have 10 days from issue of the assessment paper by the College to submit their completed assessment to their allocated tutor. Assessments which are submitted late without prior permission will be penalised. For each day past

gu bheil e fadalach, a' toirt a-steach Disathairne is Latha na Sàbaid, suas gu seachd làithean (14%). An dèidh sin, gheibh na h-oileanaich comharradh de 0%. Gu àbhaisteach chan fhaigh thu cothrom eile am measadh a dhèanamh gun a bhith a' dèanamh an Earrainn a-rithist. Mar sin, tha e riatanach gun cur oileanaich fios dhan neach-oide aca no dhan Sgioba Rianachd cho luath as urrainn dhaibh ma tha dad a' nochdadh a chuireadh buaidh air a' chomas agad measadh a dhèanamh.

Feumaidh oileanaich a' frithealadh nan co-labhairtean fòn airson 60% den ùine co-dhiù airson gach Earrann ma tha iad airson teisteanas fhaighinn.

Cuin a gheibh mi mo mheasadh air ais?

Bu chòir dha luchd-rianachd a' Chùrsa Inntigridh na toraidhean agad a chur thugad taobh a-staigh ceithir seachdainean bhon latha mu dheireadh airson na measaidhean a chur a-steach. Mura tachair seo, bruidhinn ris an luchd-rianachd.

Mus tòisich an Cùrsa:

Thèid iarraidh ort:

- foirm clàraidh SMO a choileanadh
- cìsean na ciad Earrainn a phàigheadh
- uair fhreagarrach airson na co-labhairt fòn

Gheibh thu:

- clàr-ama
- dà lethbhreac de Chùmhnant-Seirbheis. Feumaidh tu d' ainm a chur ri aon lethbhreac agus a chur air ais. thugainn, agus lethbhreac eile a chumail agad fhèin.

the due date, including Saturdays and Sundays, 2% of the available marks will be deducted, up to a maximum of seven days (14%). After seven days a mark of Fail=0 will be recorded. A re-sit will not normally be permitted unless the student undertakes the Earrann again. It is therefore essential that you speak to your tutor or a member of the Administrative Team if anything arises which is likely to affect your ability to submit an assessment in time.

Students are also required to attend a minimum of 60% of the phone tutorials for each Earrann in order to get a certificate.

When will my assessments be returned to me?

The administrative team should be able to inform you of your results within four weeks of the final date for submission of the assessments. If this does not happen, please contact the administrative staff.

Before the course begins:

You will be asked to:

- complete SMO's registration form
- pay the fees for the first Earrann
- agree a suitable time for your weekly telephone tutorial

You will receive:

- a time-table
- two copies of a Service Level Agreement. Sign and return one copy to us and keep the other for your reference.

- faclan-faire gus na leabhraichean-obrach/faidhleachan-fuaim fhaotainn.
- CDan na h-Earrainn ma bhios tu gan iarraidh
- Fiosrachadh mu dheidhinn Seachdain 0 (Seachdain Inntigidh Air-Loidhne).
- Ceumannan airson an AIA fhaighinn.

Ann an Seachdain 0 gheibh thu:

- uair na co-labhairt fòn agad (aig an aon uair a h-uile seachdain).
- ainm agus seòladh post-d an neach-oide agad.

Co-labhairtean fòn

Bidh thu còmhla ri oileanaich eile agus ri do neach-oide aig àm cunbhalach a fhreagras ort. Thathar an dùil gu dèan thu ullachadh ro gach co-labhairt fòn. Mairidh i mu 45 mionaidean. Tha e cudromach gum bi thu deiseil gus an tìde a chleachdadh gu dòigheil, gus nach fhuing càch riasladh.

Na cleachd fònaichean-làimhe mura a bheil thu cinnteach gum bi an loidhne soilleir no ma tha e a' dol a chur dragh air a' chlas.

- passwords and instructions to download the workbooks/sound files.
- CDs for the Earrann if you have requested them.
- Information about Seachdain 0 (Online Induction Week)
- Instructions for accessing the OLE.

During Seachdain 0 you will receive:

- confirmation of the time for your telephone tutorial (same time each week).
- Name and e-mail address of your tutor.

Telephone tutorials

You will be with several other students and your tutor at a regular time each week chosen to suit you. You are expected to prepare in advance of each tutorial. The tutorial will last approx. 45 minutes. It is important that you are prepared and prompt in order to make most use of the time available, and to save disrupting other students. **Please do not use mobile phones unless you can be sure that the line is clear and that it will not cause disruption to the class.**

Seachdain 0

Bheir Seachdain 0 dhut an cothrom dèanamh cinnteach gu bheil thu eòlach air na rudan prataigeach dhen chùrsa. A bharrachd, bidh thu comasach lìonra a dhèanamh leis na h-oileanaich eile. Ro Sheachdain 0 bu choir dhut an Leabhar-làimhe “An Cùrsa Inntigidh - Rudan ri dhèanamh” is na Riaghailtean Mheasaidh a leughadh cuideachd.

Seachdain Ullachaidh

Gabhaidh Seachdain Ullachaidh àite an t-seachdain an dèidh Seachdain 0 agus bheir i an cothrom dhut eòlas fhaighinn air stuthan a’ chùrsa, air an neach-oide agad agus air na h-oileanaich eile air a’ chùrsa a choinneachadh air a’ fòn mus tòisich obair a’ chùrsa.

Gheibh thu barrachd fiosrachaidh air Seachdain 0 is Seachdain Ullachaidh an dèidh clàradh air a’ chùrsa.

Sgoiltean Ceann-seachdain

Thèid aon sgoil cheann-seachdain a chumail aig SMO airson a h-uile Earrainn. Ged nach eil agad ri tighinn, 's e deagh chothrom a th' ann tìde a chur seachad ann an àrainneachd Ghàidhlig còmhla ri oileanaich eile aig an aon ìre riut fhèin. Anns a’ bhitheantas gheibh thu àite-fuirich ann an SMO.

Bidh agad ri pàigheadh airson àite-fuirich is biadh.

Gheibh thu fiosrachadh nas mionaidiche mu na sgoiltean cheann-seachdain nuair a tha an cùrsa air tòiseachadh.

Seachdain 0

This Online Induction Week will give you the opportunity to ensure that you are familiar with practical aspects of the course. It will also enable you to network with other students. Prior to Induction Week you should also read “An Cùrsa Inntigidh- What to Do” and Assessment regulations.

Seachdain Ullachaidh (Preparation Week)

Seachdain Ullachaidh will take place the week following Seachdain 0 and will give you the opportunity to familiarise yourself with the course materials and to meet with your tutor and the other students in your group by telephone prior to starting the course work.

You will receive more information about Seachdain 0 and Seachdain Ullachaidh after registering for the course.

Weekend schools

One weekend school will take place at SMO for each Earrann. Although your attendance is not mandatory, it is a good idea to come if you can. They present a good opportunity to spend some time in a Gaelic environment along with other students at the same level as yourself. On-campus accommodation is usually available at SMO.

Students will be required to pay for meals and accommodation for the weekend schools.

More detailed information about the weekend schools will be supplied once the course starts.

Leabharlann SMO Tha cruinneachadh ioma-mheadhan ann a tha a' toirt taic do chùrsaichean na Colaiste. Faodaidh tu na goireasan seo a chleachdadh 's tu mar oileanach aig sgoil cheann sheachdain. Gu mì-fhortanach chan fhaod thu stuthan a thoirt a-mach air iasad.

Bidh an neach-oide fòn:

- a' stiùireadh na co-labhairt fòn
- a' ceartachadh nam measaidhean agad
- a' freagairt nan ceistean agad mu ghràmar agus fuaimneachadh sa Chùrsa
- a' toirt taic dhut tron Chùrsa
-

Tha luchd-rianachd ann gus do chuideachadh le:

- clàradh agus pàigheadh chìsean
- cur air bhonn nan co-labhairtean fòn
- cur air bhonn sgoiltean ceann-seachdain
- clàradh seòlaidhean ùra puist no puist-d
- comhairle ma bhios duilgheadasan agad na leabhraichean-obrach agus na faidhleachan-fuaim fhaotainn air a' choimpiutair

Tha e an urra riut fhèin:

- a' gabhail pàirt an ann Seachdain 0 is Seachdain Ullachaidh
- innse dhan neach-oide agad ma bhios duilgheadasan ann le obair a' Chùrsa
- innse do SMO ma dh'atharraicheas do sheòladh, àireamh fòn no post-d m.s.a.a.

SMO's Library houses a multi-media collection which supports the College's courses. You may consult these resources as a student attending a weekend school. Unfortunately borrowing is not permitted.

Your telephone tutor will:

- lead your telephone tutorial
- mark your assessments
- answer your questions relating to Course grammar and pronunciation
- give you support during the Course

Administrative staff will support you by:

- registering you and handling fees
- organising telephone tutorials
- organising weekend schools
- recording changes of contact details
- offering advice if you have problems downloading the workbooks or sound files

You are responsible for:

- participating fully in Seachdain 0 and Seachdain Ullachaidh
- informing your tutor if you are having problems with your course work
- informing SMO of change of address, telephone number, e-mail etc.

- innse dhan neach-oide agad agus SMO ma bhios tu tinn agus nach urrainn dhut co-labhairtean fòn a fhrithealadh
- fònadh a h-uile seachdain airson do cho-labhairt fòn
- dèiligeadh gu luath ri conaltradh bho SMO
- na measaidhean agad a chur a-steach an àm

Seirbheisean Taic nan Oileanach

Faodaidh oileanach bruidhinn ris an neach-oide a thaobh chùisean ceangailte ris a' Ghàidhlig. Ma bhios duilgheadasan aig an oileanach a tha a' toirt buaidh air frithealadh nan co-labhairtean fòn no air cur a-steach nam measaidhean aca, bu chòir dhaibh bruidhinn ris an neach-rianachd àrd ìre. Nì sinn ar dìcheall stiùireadh agus comhairle a thoirt seachad, gu h-àraidh ma bhios duilgheadasan inntinn no bodhaig aig an oileanach.

A' Tilleadh Air Ais

Bu chòir oileanaich a dh'fhàg an cùrsa airson adhbhar air choireigin, ach a tha ag iarraidh tilleadh, a bhith air an comhairleachadh mar a leanas:

- Faodaidh oileanach tilleadh an dèidh dhaibh fàgail, ma phàigheas iad dìreach £50.
- Ach ma tha oileanach ag iarraidh an Earrann air fad a dhèanamh a-rithist feumaidh e/i an cosgais slàn a phàigheadh.

- informing your tutor and SMO if you are ill or unable to attend telephone tutorials
- calling in each week for your telephone tutorial
- responding promptly to communication from SMO
- handing in your assessments on time

Student Support Services

A student can contact their tutor about matters of an academic nature. If students have difficulties which affect attendance of telephone tutorials or the return of their assessments, they should speak to the Senior Administrator. We will do our best to offer guidance and advice, especially where the student has physical or mental health difficulties.

Rejoin Policy

Students who pull out of the course for whatever reason, but wish to join the course again at a later date, should be advised as follows:

- Students may rejoin the course, at the unit where they left off for a rejoin fee of only £50.
- However, if the student wishes to repeat a whole Earrann then they must pay the full cost for that Earrann.

Co-ionannachd Chothroman aig a' Cholaiste

Tha poileasaidh Co-ionannachd Chothroman aig Sabhal Mòr Ostaig agus tha e mar amas aige dearbhadh gu bheil co-ionannachd chothroman aig na h-oileanaich agus aig luchd-obrach anns a h-uile raon den cholaiste. Cha dean a' Cholaiste lethteachas air neach sam bith is cha dèilig i gu neo-chothromach ri neach sam bith air bhonn craicinn, cinnidh, gnè, creideimh, bheachdan poileataigeach no ciorraim. Gheibhear lethbhreac den phoileasaidh air fad ma thogras iad.

Gàidhlig

Tha poileasaidh Gàidhlig aig SMO. Gheibh oileanaich a' Chùrsa Inntigidh cuideachadh agus brosnachadh bhon luchd-obrach Gàidhlig a chleachdadh gu sònraichte air àrainn na Colaiste.

Giùlan

Feumaidh oileanaich aig na sgoiltean ceann seachdain cumail ri **Riaghailtean na Colaiste**. Tha deagh giùlan air a shùileachadh. Chan eil smocadh ceadichte sa cholaiste. A thaobh **Slàinte is Sàbhailteachd** feumaidh oileanaich a bhith mothachail gu bheil uallach orra airson an sàbhailteachd fhèin agus sàbhailteachd dhaoine eile.

Equal Opportunities at the College

Sabhal Mòr Ostaig has an Equal Opportunities Policy and seeks to ensure that there is equality of opportunity for all students and staff in all aspects of college life. The college will not discriminate against or treat unfairly an individual on grounds of colour, ethnic origin, sex, age, religious belief, political opinion or disability. A copy of the entire policy is available on request.

Gaelic

SMO has a Gaelic Language Policy. Students of An Cùrsa Inntigidh will receive help and encouragement from staff to use Gaelic whenever possible within the College campus.

Conduct

Students attending weekend schools must abide by the **Rules of the College**. Good conduct is expected. **SMO** has a no-smoking policy. With regard to **Health and Safety**, students must be aware that they are responsible for their own safety and the safety of others.

Poileasaidh Gearain

Sa chiad dol-a-mach bu chòir oileanaich le gearan a dhol dhan Neach-rianachd àrd ìre (Fòn: 01471 888450). Ma bhios an gearan an aghaidh an Oifigeir seo feumaidh an t-oileanach bruidhinn ri Alison Dix, Ceannard Foghlam Fad Beatha (Fòn: 01471 888216). Mura gabh rèite a dhèanamh, tha poileasaidh foirmeil ann agus innsidh sinn dhuibh mar a chleachdas sibh e. Tha leth-bhreac slàn ri fhaotainn.

Oileanaich air a bheil Ciorram

Fon Earrann 4 de dh' Achd Lethbhreith Ciorraim, tha e mar dhleastanas aig a' Cholaiste oileanach air a bheil ciorram a' làimhseachadh san aon dòigh ri oileanach eile agus atharrachaidhean reusanta a dhèanamh a rèir feum, gus seo a thoirt a-mach.

Thathar a' toirt brosnachadh do dh'oileanaich air a bheil ciorram **Bileag Nochdadh Ciorraim** a lìonadh gus an dèanar atharrachaidhean reusanta gus taic a thoirt dhaibh. Thathar ag iarraidh air oileanaich a' bhileag a chur air ais, sa chiad dol-a-mach dhan Neach-rianachd àrd ìre. Ma tha e iomchaidh, faodaidh Neach-comhairle Seirbheisean nan Oileanach bruidhinn ri oileanaich fa leth mun dòigh as fheàrr gus taic a chur rin cuid feumalachdan ionnsachaidh.

Grievance Procedure

Students should address any grievance to the Senior Administrator (Tel: 01471 888450) in the first instance. If the grievance concerns this officer, it should go to Alison Dix, Head of Lifelong Learning (Tel: 01471 888216). If the grievance remains unresolved the college has a formal grievance procedure and we will advise you as to its use. A full copy of the policy is available on request

Students with Disabilities

Under the Disability Discrimination Act (DDA) Part 4, the college is required to treat students with disabilities no less favourably than other students and where necessary to make reasonable adjustments in order to achieve this.

Students with disabilities are encouraged to complete a **Disclosure of Disabilities** form so that reasonable adjustments can be made where necessary. Students are asked to return their forms to the Senior Administrator in the first instance. If appropriate, the Student Services Adviser may discuss with students individually how best to support their learning needs.