

Date update provided:-	31 st May 2016
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HEI / Disability / Accessibility Support Service Contact Details

<i>HEI/FEI/Other HE course provider</i>	BPP University Information applies to all sites.
<i>Contact Name ie Head of Service or Title</i>	Nicholas Glossop – Head of Inclusion & Learning Support Anastasia Pateraki – Learning Support Officer
<i>Postal Address</i>	Learning Support Office BPP University Waterloo Campus 137 Stamford Street London SE1 9NN
<i>Telephone No. – Voice</i>	Anastasia: 02074307069
<i>Minicom / SMS</i>	07785 629230 (SMS)
<i>Email(s) – if a general disability support service email address is available please be sure to give this</i>	Disability Advisors: learningsupport@bpp.com anastasiapateraki@bpp.com nicholasglossop@bpp.com Jamesnewton@bpp.com Jessicalavene-whiffin@bpp.com
<i>Web information / URL</i>	http://www.bpp.com/bpp-university/inclusion/learning-support

Institutional provisions and resources

<i>Does the HEI have any means of supporting students in respect of the £200 student contribution to the DSA equipment package?</i>	BPP has IT centres and facilities at all sites. We are unable to support the contribution of £200 DSA equipment package
<i>Are lecture capture systems available? Do students need to</i>	All lectures are pre-recorded and available on the BPP University VLE.

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<i>make arrangements to access the recordings?</i>	Students are able to record other sessions on request and in accordance with the Audio Recording policy.
<i>How are students with temporary disabilities accommodated?</i>	Student with temporary disabilities are entitled all aspects of Learning Support.
<i>Are any assistive technology resources available via the University Network? If so what is available?</i>	MindView is available on all student computers. BPP has stand alone versions of JAWS, Zoomtext and CCTV scanners in all library centres.
<i>Does the HEI have any assistive technology expertise? Is there someone students can contact for assistance?</i>	Yes within the Learning Support team, we have a Disability Advisor with this expertise supported by the IT team.
<i>Does HEI residential accommodation have internet access? Do students have to pay?</i>	University accommodation is outsourced and has internet access.
<i>Is the campus covered by wifi.</i>	Yes all sites
<i>Does the library make any accommodations for students with disabilities/SpLDs? For example extended library loans?</i>	Yes, extended library loans, printing on coloured paper, additional print credits. IAG.
<i>Do you have study areas on campus specifically for the use of students with disabilities/SpLDs? Is specialist AT available in these locations?</i>	Within all Libraries there are designated computers and quiet areas for students.
<i>Are examination script labels available 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>	BPP does not mark scripts to indicate students with a disability. Comprehensive reasonable adjustments are in place to ensure that students have a level palying field during all assessments.
<i>What arrangements are in place for students in receipt of extended time in examinations?</i>	Low occupancy rooms and own rooms. Readers, scribes as required.
<i>What is the 'standard' extended testing time value?</i>	Completely student led.
<i>What arrangements are in place for students with a 'low distraction' or a</i>	Low occupancy rooms and own rooms

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<i>'separate setting' testing environment?</i>	
<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>	Yes
<i>Can students receive extensions to deadlines? Are these negotiated on an 'assignment by assignment' basis or granted 'carte blanche'?</i>	Yes based on initial meeting with Learning Support. Indicated on LS agreement.
<i>Does the HEI have any 'in-house' means of providing course materials and course texts in electronic / alternative formats?</i>	Yes via the library services, all texts books and course materials available in PDF and Word in accordance with availability with publishers. Transcription services also available on request.
<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 services/accommodation adviser, study skills adviser?</i>	All embedded throughout BPP University. Learning Support provides training and works closely with all these teams. The Student Advice team can assist with DSA applications and pastoral care.
<i>Any other specialist provisions?</i>	Student led provision. BPP will endeavour to provide all reasonable entitlements for support. Counselling service available at all sites.

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 financed provision?</i>	BPP has arrangements in place with its preferred staffing partner to provide interim support.
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In-house NMH Provision details – if available

<i>DSA-QAG Unique Identifier:-</i>	N/A
<i>Contact Details:-</i>	<p>BPP has formal service level agreement in place to work exclusively with the following specialist staffing provider to ensure quality and adhere to Health & Safety.</p> <p>Barry Bennett Ltd: All Sites</p>

<i>Barry Bennett's DSA-QAG Unique Identifier:-</i>	OOML4MZ6E2
<i>For support types:-</i>	<p>Practical Support Assistant Library Support Assistant Reader Scribe £16 / £19.20 VAT</p> <p>Sighted Guide £25 / £30 VAT Proof Reader £20.80 / £24.96 VAT</p> <p>Band 1 Study Assistant £20.80 / £24.96 VAT</p> <p>Examination Support Worker £20.80 / £24.96 VAT</p> <p>Manual Note Taker £20.80 / £24.96 VAT</p> <p>Band 2 Specialist Transcription Services £25 / £30 VAT</p>

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	<p>Band 3</p> <p>Specialist Mentor £59.50 / £71.40 VAT</p> <p>Specialist One to One Study Skills Support £59.50 / £71.40 VAT</p> <p>Band 4</p>
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