



University of the Highlands and Islands Moray College

Personal Learning & Support Plan

Guidance for Students

As an inclusive College, all students are given the opportunity to disclose a support need whether it be because they have a specific disability or simply that they feel that they may require some general support with their studies. As in the case of many students, it is frequently only after they start in their chosen course of study that additional support is disclosed or recognised.

On disclosure of a disability / support requirement your details are passed to the Learner Support Team who are responsible for ensuring that a Personal Learning Support Plan is created, monitored and reviewed.

Personal Learning Support Plans are confidential documents although there may be occasion when external agencies may require access for auditory purpose.

Disclosure of a Disability / Support Requirement

You will be given the opportunity to disclose a disability / support requirement during application, enrolment and at any other time during your studies.

Once you have disclosed, your contact details will automatically be sent to the Learner Support Team. You will then be allocated a Support Worker who will be responsible for your support throughout your time at College.

A Personal Learning Support Plan meeting will be arranged for you and your Support Worker to begin to discuss the support you may require. At this initial or any other meeting, your Student Advisor may be in attendance as well as any external agency / family member that you request.

A Personal Learning Support Plan format has been devised to ensure that the support you are offered is consistent with the support offered to **all students** who have disclosed a disability / support requirement at Moray College.

The Personal Learning Support Plan Meeting

Because we take a holistic approach to support, there will be a variety of questions you will be asked, some of which will be relevant to you, some will not. You do not have to answer any of the questions we ask you but you must be made aware that in doing so we may not be able to support you appropriately or as effectively as we could.

The Personal Learning Support Plan meeting can take from 30 minutes up to 1 hour to complete. During the meeting, to assist us in our assessment of the support you require, we may request permission to contact relevant external agencies e.g. School, Psychologist, GP. The reason for external contact will **always** be discussed and explained to you and **No external agency will be contacted without your permission.**

To ensure that your support is consistent after the PLSP meeting you will be asked to sign a consent form which will indicate that you have discussed your disability / support requirement and agreed the level of support that you require; it will also allow us to pass on relevant information to your Student Advisor regarding your disability along with the recommended support.

Your PLSP is what we call a 'live' document. This means that support can be altered along with changing needs.

Letting your Student Advisor know the support that you will require

After the PLSP meeting the Support Worker will type up a report based on what was discussed at the meeting. A full copy of your Personal Learning Support Plan will be kept securely, in your 'Personal Learning Support Plan folder' along with any external information / reports received.

Some information disclosed during a PLSP meeting may be sensitive therefore; Learner Support will only pass on information which is relevant. This is done through a Summary of Support Document.

Summary of Support Document

The Summary of Support Document contains the relevant information regarding your disability and support. Learner Support ask both you and your Student Advisor to sign a copy of this document as evidence that your Student Advisor is aware of your disability / support requirement and the support you require; it also tells Learner Support that your Student Advisor has passed the information onto each of your lecturers and any other relevant member of staff.

If you are not happy with what the Support Worker has written do not sign – the Student Advisor will send the Summary of Support Document back to Learner Support with amendments attached.

When you are happy with the proposed support your Student Advisor will send copies of the Summary of Support Document to all lecturing staff that are involved in your course of study.

Review of Support

Each student will receive no less than one review meeting per session and as many reviews per session that are necessary.

* It may be that as a result of discussions during a Personal Learning Support Plan meeting no support will be identified or agreed.