

Guidelines for learning disabilities students receiving individualised advice

Purpose of one-to-one advice

- The purpose of advisory sessions is to help you to develop independent academic and study skills to cope with the demands of your course.
- One-to-one advice focuses on your individual learning needs; the Learning Disabilities (LD) Adviser will work with you to identify your learning style and strengths.
- Learning priorities for the sessions are established in partnership, by you and your LD Adviser.

Types of skills that might be discussed during the sessions:

Academic writing	Spelling
Research	Handwriting
Reading	Exam preparation
Note-taking	Use of a reader/writer in exams
Workload management	Use of assistive technology
Self-Advocacy	Organisation

Proofreading skills may be covered, but the LD Adviser *will not* proofread your work for you. LD Advisers cannot advise on the content of essays, but will focus on structure, clarity, organisation and overall flow.

Level of assistance

- Sessions depend on your individual needs and course demands.
- They can take place either before key hand-in dates or on a more regular basis.
- Your options for regular assistance are *one hour on a bi-weekly basis* or *two hours over a four-week period*.
- We will review the level of assistance at the end of each semester to ensure that we are facilitating independent learning.

Attendance

Attendance is an important part of individualised advice as this will ensure you build on the skills and strategies in a consistent way.

If you cannot attend a scheduled session, you must inform your LD Adviser or the Student Learning Services (SLS) Helpdesk **at least 24 hours before your appointment**. In unforeseen circumstances, such as unexpected illness on the day, please inform us as soon as you can. If non-attendance becomes an issue then you will be asked to meet with the LD Adviser to renegotiate your level of assistance.

Our booking system sends an email reminder 24 hours prior to your appointment, but please note that it is **your responsibility to attend scheduled appointments**.

Responsibilities

Student:

1. Attend scheduled appointments and turn up on time.
2. Take an active role in the learning process.
3. Complete any assigned follow-up work.
4. If unable to attend a scheduled session, inform the LD Adviser or SLS Helpdesk at least 24 hours before the appointment.
5. If unwell on the day, notify the LD Adviser or SLS Helpdesk as soon as possible.
6. Recognise that ongoing non-attendance will result in a meeting to discuss a more appropriate level of assistance.
7. Inform the LD Adviser or SLS Helpdesk if you are leaving the university or your situation changes.
8. Take responsibility for your own academic progress.
9. Maintain a high standard of personal conduct.

LD Adviser:

1. Provide a negotiated and flexible programme of academic assistance targeted to the student's point of need and priorities.
2. Inform the student (directly or via SLS Helpdesk) in advance of the session if unable to meet at the agreed time.
3. Provide advice and guidance on the use of specialist software, if appropriate.
4. Engage students as active participants in the learning process and pursue learning outcomes that create independent and life-long learners.
5. Maintain a high standard of professional conduct.