



## 1. INTRODUCTION

LD Training welcomes applications from people with disabilities to participate in programmes or to join us as an employee or associate. We aim to ensure that their participation in any programme is as full and successful as that of any other person.

LD Training adheres to our statement promoting equal opportunities and equal treatment for all applicants and customers.

LD Training is building on its expertise in the support of customers and staff who may be hearing impaired, visually impaired, dyslexic, or have impaired mobility.

LD Training are working towards making all of the premises we use accessible to wheelchair users. If you have mobility difficulties, please contact us ahead of any first visit to discuss whether we need to make alternative arrangements.



## 2. APPLYING

As part of the LD Training commitment, if you identify yourself as a person with a disability on an application form or in a discussion with an advisor, we will work with you to identify any special needs that you may have for participating in one or more of our programmes. This will help you to make an informed decision about whether the facilities are appropriate. Please be assured that disclosure of a disability will not prejudice your application.



### 3. WHAT SUPPORT IS AVAILABLE?

- The text of training course hand-outs can be enlarged.
- Hand-outs and forms can be printed on different coloured paper.
- Parking space for clients and staff with mobility impairments will be reserved upon request whenever possible.
- All training venues and offices will have wheelchair-accessible toilets on the ground floor or accessible via a lift.
- Hearing impaired customers may request copies of presentation slides and hand-outs to be available before training sessions



### 4. HOW ACCESSIBLE ARE TRAINING VENUES?

The premises LD Training use are diverse but generally public-access community buildings or employer premises. This means that the training accommodation used by LD Training is normally wheelchair accessible and on the ground floor. Because of the needs of the venue owners, which may occasionally require LD Training to use rooms on other levels, access for customers with mobility impairments could be restricted. LD Training will make every effort, but cannot guarantee to ensure that venues are completely accessible for all training sessions.

Specific location information will be provided.



### 5. MONITORING AND COMPLAINTS

LD Training wants to make sure that the services it provides or arranges continue to be effective and appropriate; we monitor this and also carry out access assessments to all venues.

LD Training has a complaints procedure that can be used to raise matters in relation to disability issues under the Equal Opportunities policy.



## 6. FUTURE DEVELOPMENTS

We will continue to maintain awareness of disability issues among our staff and associates and the learning community on LD Training courses. LD Training is preparing handbooks for assessors and associates that will include advice on good practice in working with learners and disabilities.

In line with the LD Training Equal Opportunities Policy, every effort will be made to make all the services and facilities described in this document available to all customers and staff, regardless of the programme of study or impairments. Budgetary and other resource restraints make it impossible to guarantee that all services will be available without restriction.