

Access Policy



ADAM SMITH COLLEGE
INSPIRING LEARNING

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Responsibility for procedure:	Assistant Principal (Curriculum and Quality)
Responsibility for implementation:	All Staff
Responsibility for review:	Director Learner Services
Date for review:	December 2008



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1.0 PURPOSE AND SCOPE

The Adam Smith College is a community organisation fully engaged in the community of which it is a key stakeholder. The college recognises the need to increase community participation in Lifelong Learning and acknowledges its associated role in improving the quality of life within the Fife community. The College will ensure that we provide appropriate access for learners, whenever possible, by overcoming social, economic, cultural, historical and competitive barriers to Lifelong Learning amongst potential participants. This will enable their needs to be identified and met with appropriate resources.

Responsibility for this agenda is across the college, with each Institute and directorate having ownership. In addition the Community College directorate has a central role in this area as the department of Lifelong Learning and the outreach centres are within its remit. There is also recognition of access opportunities and lifelong learning across the college as mainstream activity is inclusive, e.g. strategies for retention and achievement, curriculum development, guidance, work with schools and in the range of introductory courses. Work with partners in either national or local initiatives, e.g. Adult Literacy & Numeracy, Social Inclusion Partnerships, Digital Inclusion, Employment Initiatives, and legislative developments enables the college to offer the best provision for as many people as possible.

A wide range of partners help to support the access agenda of the College.



2.0 SPECIFIC OBJECTIVES

- Conduct and review gap analysis to establish social inclusion categories where potential needs are insufficiently met.
- Focus activity where it is resource-effective, recognising that some activity will require long-term development.
- Target promotional activity at identified gaps in activity, to specific under-represented potential participant groups and geographic areas.
- Promote the inclusion agenda within the College via targeted staff development.
- Establish and monitor the college's baseline information in relation to inclusion activity by:
 - qualitative and quantitative analysis
 - analysis of the extent and effectiveness of external liaison
 - researching intervention strategies
 - identifying areas for development
 - identifying sources of funding.
- Establish and monitor ongoing inclusion activity by:
 - creating and maintaining a database of external organisations/contacts cross-referenced to internal relationships (including lead college contact)
 - maintaining a database of current community/inclusion activity
 - collating MIS data with reference to social inclusion categories.



3.0 JUSTIFICATION

This policy addresses a range of national drivers and the college's strategic plan.

Link to Strategic Plan

Core values

- Providing all learners with the highest quality learning experience
- Valuing clients and colleagues and treating others with respect and integrity
- Recognising that enjoyable learning is the most effective learning
- Embracing diversity as a cornerstone of our learning community
- Accepting accountability and responsibility for our actions

4.0 Exemptions

The policy applies to all staff.

5.0 Related Procedures

See Diversity Strategy Matrix of related Policies and Procedures

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Diversity Strategy of Policies & Procedures Matrix

	Ethnicity	Disability	Access	Age	Gender	Sexual Orientation	Religious Beliefs
Equal Opportunities (Staff and Students)	✓	✓	✓	✓	✓	✓	✓
Child Protection & Vulnerable Adults		✓	✓	✓			
Disclosure Scotland Procedure		✓	✓	✓			
Race Equality Scheme (staff & students)	✓						✓
Disability Policy (staff)		✓	✓				
Inclusiveness Policy (students)		✓	✓				
Disability Statement (students)		✓	✓				
Admissions Policy (students)	✓	✓	✓	✓	✓	✓	✓
Disability policy (Staff)		✓	✓				
Access Policy	✓	✓	✓	✓	✓	✓	✓
School/College Partnership				✓			
Anti-Harassment and Bullying Policy and Procedures	✓	✓		✓	✓	✓	✓
Disability Equality Scheme		✓	✓				