

Things to find out about in Education venues

Seminar groups have suggested the following items be built into a proforma for visiting education venues:

What activities are available?

- *What courses are available and is the content accessible, fun, interesting, accredited and challenging? What venues, days, times and duration are courses offered? Closures? Access to computers?*
- *What social activities are available to enable people to become a group?*
- *What happens around meal times and breaks? Is food available in sufficient variety and range of prices? Can dietary needs be met?*
- *Are there communal social areas? Is the building cared for?*
- *Is there flexibility? What do you offer for people who can't attend your building?*
- *Are there any plans for offering new activities or supports in the future?*

What support arrangements are in place?

- *Do you offer a look around, induction, taster session, mentor or buddy scheme?*
- *Is there any pastoral care provided? Is progress reviewed? Is there support to move on to other things after the course? What do people move on to?*
- *Are reception staff helpful? Where can people gather information on what is available? Is information available in different formats? Help with forms?*
- *Is there a quiet area, telephone, suitable disabled toilet and space for personal care or confidential discussions? Is it OK to work at home sometimes?*
- *If I have experienced rejection and expect it again, will I be accepted? Do students look harassed or as if they are enjoying it? Response to bullying?*
- *What occasional or regular help can I ask for and get? Who is the key person and do they have relevant experience? What about knowledge and attitudes of staff and other students – welcoming, friendly, encouraging, respectful? What is their previous experience of people who need support?*
- *Are health and safety, first aid arrangements and fire exits adequate?*
- *Access – space for wheelchairs, lifts, auto doors, Braille, ramps, car parks, disabled parking, loop systems, hoists, adapted technology, such as specialised keyboards or voice activated equipment. Disability statements and named responsibilities? How would they feel about access audits?*

What do I have to do to participate?

- *What are the eligibility criteria and what is expected of participants? For example, are people required to know things, have prior qualifications, attend frequently, learn at a certain pace in order to join the group or stay in it? Does the group welcome diversity or are there unspoken rules about who is accepted? Can I submit coursework late or not at all?*
- *What is the cost and what financial support is available? Is it easy to apply for a bursary, reduced fees or extra help?*
- *Is it easily accessible and how do people get there? What are the transport links? Is parking available for ordinary and adapted vehicles? Bus numbers and times. Taxis. Reimbursement of travel costs?*
- *What clothing or equipment is needed?*

Administration

- *Name and contact details of the person who completed this form.*
- *Date of the visit.*