Learning Support Agreement Guidelines

What is a Learning Support Agreement?

A Learning Support Agreement (LSA) is a document jointly produced by you and our Learning Support Coordinator. It's how you can tell us about any disabilities, access needs or other circumstances and helps us to consider any reasonable adjustments that may be needed to support you during your studies with us.

Reasonable adjustments can be helpful if you have any learning differences, a mental health condition, disability, caring responsibilities, long or short-term health conditions, and other life situations that could impact your ability to study.

Does everyone who has a need-for-support have a LSA?

It's advisable that anyone with a need-for-support has a LSA. It is a record of your needs and the reasonable adjustments that have been agreed.

Do you need supporting evidence?

We encourage anyone who feels in need of extra support to tell us.

There may be times when we ask you to complete an online assessment if you don't have a formal diagnosis. If you do have a clinical diagnosis, it may be helpful for you share the relevant documentation with us. This is to help us consider and agree what reasonable adjustments and support we can provide.

What is the procedure for drawing up an LSA?

The best time for drawing up an LSA is at the start of your course, however we understand that this may not always be possible. If you are already some way into your studies, you can contact the Learning Support Coordinator who will work with you to construct a LSA. An example of our LSA is published on our

Step 1:

During your application or registration with the bpf, you may be asked if you have a disability or learning support need. You should use this opportunity to state your possible needs. Should you disclose this information, we will check that you agree to this information to be shared with our Learning Support Coordinator.

Step 2:

Our Learning Support Coordinator will contact you to arrange an initial meeting where you can talk about your needs, their likely impact on your learning, and any reasonable adjustments needed. We recognise that these issues may be permanent or temporary. This is a two-way process, and you are invited to

suggest what you think could be put in place, and the Learning Support Coordinator may also make appropriate suggestions. This meeting often takes place online.

Step 3:

You'll be invited to a follow-up meeting with our Learning Support Coordinator. At this meeting, you will complete the Learning Support Agreement and discuss any reasonable adjustments. You'll find a copy of a template LSA on our website – you don't need to complete this ahead of your meeting, but it may be helpful for you to understand what's in the agreement.

Who will see my information?

When you sign your LSA, you will be asked about 'consent to share'. We would recommend that your course director, and course tutors, know of your support needs and reasonable adjustments so that they can provide you with the right support. If you prefer, you could restrict any further consent (such as bpf admin staff.

When is the Learning Support Agreement reviewed?

Once a year, or if your circumstances change.

What happens if a reasonable adjustment request is declined?

We do our best to accommodate everyone's needs, however there may be times when a reasonable adjustment is declined. This may be because the proposed adjustment is disproportionate, could harm the health and safety of others, is unaffordable or impractical.

Can I get help with study skills, such as note taking and essay planning?

There are some helpful books in our library, including study for skills books by the author Sheila Cottrell. In addition, the Open University also has a set of excellent mini online tutorials. Our Learning Support Coordinator can help you to find further resources.

Can I use AI?

You cannot use AI to write your work, but you may find AI helpful to structure your assignments and to break up work into manageable sections.

Can I claim Disabled Students Allowance?

Currently our students do not qualify for Disabled Student Allowance.

You may find the following information about DSA's helpful:

- www.gov.uk: once you've opened this webpage, you need to go to the DSA area
- www.gov.uk/disabled-students-allowances-assessment-centre: this link will help you find out about locations and information about assessments:

Internal Resources

Students may wish to refer to the following policies

https://www.britishpsychotherapyfoundation.org.uk/student-policies-and-regulations/

- Academic Appeals Policy
- Student Complaints Policy

External Resources

- University College London
  https://www.ucl.ac.uk/
- Birkbeck, University of London
  https://www.bbk.ac.uk

Who can I contact for more information

For further and more specific information around any of these topics, please contact Polly Mortimer, Learning Support Coordinator

Email: pollymortimer@bpf-psychotherapy.org.uk

Voicemail: 0203 833 8965

Working days : Wednesday and Thursday 11-6

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