

PGCE Course: Declaration of Support Needs

The Faculty of Education is committed to supporting trainees who have a disability which might have an impact on their studies and training course. We are committed to ensuring that necessary reasonable adjustments and relevant additional support will be put in place in order to overcome any barriers the disability might create. Therefore, we encourage you to give us detailed information so that the Faculty and the University Disability Resource Centre (DRC) can assess your support needs. The Faculty of Education has a duty of care both to you and to those with whom you interact in school so, when considering the information you wish to disclose, please bear in mind not only your needs when based at the Faculty but also during time in your placement schools.

Please note that the information provided on this form does not affect the decision to admit you i.e. it is not a screening form for admission to the PGCE. Your medical fitness to teach will be assessed by our Occupational Health Service based on the information provided in your Medical Questionnaire; that form is not seen by the PGCE Admissions Office.

Name		Course	
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Please tick one box only:

A	I have no disability	
B	I have a disability or longstanding illness or health condition which without support and reasonable adjustments could have an impact on my successful completion of the course	

If you have ticked B please provide further information about your needs and the support you expect to require during the teacher training course. Include details of any support you received during your previous studies. Please tell us whether you were in receipt of Disabled Students Allowance (DSA) and if you expect this to continue.

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Trainees in need of support should contact the DRC (<https://www.disability.admin.cam.ac.uk/>) as early as possible so that appropriate support can be put in place before the start of the PGCE course. The DRC can arrange for an assessment for eligibility for a Disabled Students' Allowances. It also has the expertise to assess your support needs and consider the adjustments that the Faculty should make. The Faculty would normally refer any trainee declaring support needs to the DRC.

Next steps

If you have a needs assessment report it would be very helpful if the Faculty could see it so we can make reasonable adjustments to support you. Please send a copy with this form.

Trainees who require adjustments which impact on the processes of formal assessment e.g. extensions to deadlines, assistive technologies are required to produce reports written within 3 years of the start of the teacher training course which confirm their needs. This is to ensure that all trainees are treated equally.

In order to meet your support needs, the information on this form may be shared with relevant staff in the Faculty, but it will not be given to your fellow trainees.

You should also be aware that the Faculty of Education, in its Duty of Care both to you and to those with whom you interact in school, may disclose the information in this form to the Head Teacher and/or the Professional Tutor in the school. We would also encourage you to talk directly with the relevant staff at the school so they can provide you with any support you need in achieving the objectives of the placement.

If you would like to discuss your support needs with a member of the Faculty staff, please call the PGCE Senior Administrator on 01223 767670.

Please read the following statement and sign.

I have read and understood the information in this form and agree that disclosure of the information herein may be made to the parties specified.

Signature		Date	
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All information provided to us is held in compliance with the Data Protection Act 1998 and the Equality Act 2010.

If you require this form in an alternative format (eg. large print) please contact the PGCE Admissions Office.

Please return to:

PGCE Admissions Office, Faculty of Education, 184 Hills Road, Cambridge CB2 8PQ