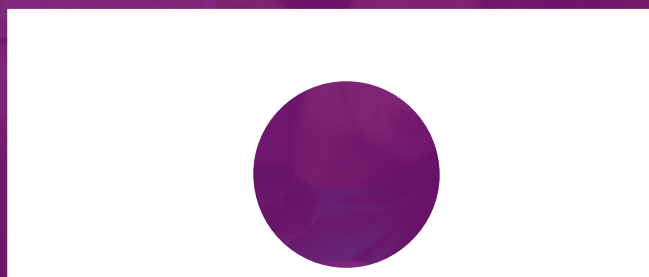


Are you

Transgender?



The college provides a confidential disclosure process for anyone who wants to apply or enrol in the college or may already be enrolled in the college.

The college provides a confidential disclosure process for anyone who wants to apply or enrol in the college or may already be enrolled in the college. The disclosure process can put you in contact with staff who can help guide you whilst in the college. Only those who need to know that you are transgender will be advised. You will be advised of those who need to know and you can indicate if you are unhappy with this. The support that you require may depend on where you are in the transition process, and the course that you wish to apply to/enrol on. Remember that we are here to help and support you, and ensure that you enjoy equal access to all our services.

Although you do not have to disclose this information to us, it is advisable that you do let us know so that we can manage a variety of areas such as:

- **The enrolment process (where photographic identification is required for all full time students);**
- **Course requirements (such as work placements);**
- **Access NI checks;**
- **Access to college services;**
- **Time out for appointments/surgery etc; or**
- **Other learning supports which you may require whilst in the college.**

Confidential Disclosure process

- Always apply/enrol for a course in your new identity before you notify the college that you have changed your gender identity;
- Email the Campus Services Manager Michelle O'Callaghan (email: ocallaghanm@src.ac.uk) using the template letter found on our student welfare section of our website.
- You will be provided with a named contact person who will contact you within 5 working days of receipt of the letter to arrange an informal meeting; The purpose of the informal meeting is to ensure that the correct details are on the college

database and to discuss support and changes required to other records to allow you access to college services;

- A personal tutor will be allocated who will meet with you and agree any further actions or support required. This will be your contact person whilst on this course;
- If you are concerned about the level of support you are receiving or have other concerns you should email: ocallaghanm@src.ac.uk

NB:

Examination certificates will be produced in the name you provide to us (unless you update the college too late in the year to allow this change to be made);

You need to liaise with the awarding bodies to change certificates issued to you in your former identity.

If you are in receipt of EMA you must notify the appropriate authority of your change in identity (NI Direct website).

Your Unique Learner Number (ULN) already provided to some students, will also be affected. You must notify the appropriate authority about this change.

The college treats all its students with respect and dignity however, should you have any concerns you can raise this with your personal tutor. We also have an Anti-Bullying Policy and would encourage you to raise any issues of harassment through this policy available from the policies section on the College website.

