



2.7 SUPPORT FOR LEARNERS POLICY

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1. Objectives

- 1.1 To outline the roles and responsibilities associated with the management of Platinum Safety, and participation in, learning support for learners with disabilities.
- 1.2 To illustrate recommended procedures and practices for successful provision of learning support.

2. Scope

This purpose of this policy document is to inform staff and learners of the procedures for learning support provision for learners with a disability.

3. Responsibilities

- 3.1 Admin Staff Platinum Safety
- 3.2 Learner

4. Learning Support Statement

At all times, Platinum Safety promotes an inclusive learning environment where all learners are respected and valued for their contributions to the wider community.

Platinum Safety is committed to maintaining a supportive environment whereby learners are encouraged and facilitated, enabling them to maximise their potential. While Platinum Safety continues to extend its range of facilities for learners with

particular needs, it recognises that there may be learners for whom its existing services will be insufficient.

For this reason, it is important that all learners who have particular requirements engage formally with Platinum Safety in advance of commencing their programme. In this way, Platinum Safety can consider its ability to meet their particular needs and allow learners the opportunity to make fully informed decisions about Platinum Safety's suitability for their needs.

Physical Access to Buildings

Due to the nature of some of the locations where Platinum Safety runs its training courses certain buildings or sections of buildings offer limited access to learners with physical disabilities. As significant access has been provided where permitted, and all new buildings are fully accessible, Platinum Safety is able to meet the needs of some learners with physical disabilities. Platinum safety normally runs its courses in a clients venue and this venue will be checked for its suitability prior to any course commencing.

Platinum Safety's own premises situated at Kirby O Sullivan park, Bruff, Co Limerick is fully accessible for wheelchair access.

Platinum Safety would be delighted to meet any prospective learner in advance of programme commencement to arrange a detailed tour of Platinum Safety's venue to assist them in determining Platinum Safety's suitability for their physical needs.

5. Inclusive practice during the admission process

- 5.1** In order to assist learners who may have particular requirements, Platinum Safety requests learners to formally disclose any disability or requirement they have to Platinum Safety. In the case of new direct applicants this disclosure may be made directly to our office via Phone, email or in person. All information will be held in the strictest of confidence and in line with GDPR
- 5.2** Once formally disclosed to Platinum Safety, the learner's particular circumstances and requirements are considered in detail allowing Platinum Safety to provide a range of additional supports where appropriate. Formal consideration by Platinum Safety may also be guided by supporting documentation, and discussions with external professionals with more detailed knowledge of the learner's particular capabilities and requirements.

6. Specific disabilities and additional needs

A description of some specific disabilities and associated learning supports/reasonable accommodations is outlined below. This list is not exhaustive. For comprehensive information on the diversity of disabilities learners may present with, please visit the data presented by the Association of Higher Education Access and Disability (AHEAD) at www.ahead.ie.

Arrangements of support may differ from learner to learner and are agreed upon based on the specified recommendations of an appropriately qualified professional e.g. An Educational Psychologist, GP or other specialist consultant.

6.1 Specific Learning Difficulties (SpLD)

6.1.1 A specific learning difficulty (SpLD) is any of a diverse group of conditions that cause significant difficulties in perceiving, processing and/or producing either auditory, visual and/or spatial information. A SpLD covers disorders that impair functions as reading (dyslexia), writing (dysgraphia) and mathematical calculation (dyscalculia).

6.2 Hearing Impaired, Deaf, hard of hearing

6.2.1 The extent of the challenges faced by a learner with a hearing impairment will vary depending on the degree of deafness diagnosed. Learners are met with individually to discuss their needs and adaptations that might need to be carried in advance of programme commencement.

6.2.2 In the case where a learner who is deaf has the requirement of Irish Sign Language (ISL) interpreter, the cost of this will be borne by the learner.

6.3 Blind or Visually Impaired

6.3.1 Arrangements for visually impaired learners will vary according to their level of vision. As the effect of a visual impairment varies widely, learners are met with individually, for example advance copy of COURSE material to allow time for them to be recorded, enlarged, scanned into the learner's computer or transcribed into braille. This and other accommodations can be agreed in advance of programme commencement.

6.4 Mental Health Illnesses

6.4.1 Mental Health illness covers a range of different diagnosis including depression, Bi-Polar disorder, eating disorders, schizophrenia, and anxiety.

6.5 Significant On-going Illnesses

6.5.1 Learners may join ONE OF Platinum Safety's course with a significant illness or acquire an illness during the duration of their programme. Some illnesses are brain injury, speech & language difficulties, diabetes,

6.6 Physical or mobility disabilities

6.6.1 Learners with physical or mobility disabilities may require supports related to the physical access to the learning environment.

7. Initiating a request for additional learning support

The following steps constitute the process:

- Learner identifies themselves to Platinum Safety.
- Upon providing medical documentation / psycho-educational report, verifying their disability, illness or learning difficulty, the learner is registered with Platinum Safety.
- The documentation submitted by the learner is stored Platinum Safety's Office.
- Platinum Safety shall arrange to carry out a needs assessment with the Learner - a structured consultation to determine what supports the Learner needs to minimise the impact of their disability on their studies. The action plan resulting from this assessment is agreed upon by Platinum Safety and the Learner.
- Platinum Safety admin staff and the learner keep in contact throughout their period of study to ensure levels of support are maintained.
- Any information divulged to Platinum Safety shall be held in the strictest of confidence

8. Reasonable accommodations

8.1 What are reasonable accommodations?

A reasonable accommodation is a required facility outside the mainstream provision to allow the learner with a disability to participate fully, and without an educational disadvantage in comparison with his / her peers.

Reasonable accommodations aim to remove the impact of a disability so that learners can demonstrate their full level of academic potential, while not being given any advantage over other learners.

8.2 Applying for reasonable accommodations

Learners will complete a reasonable accommodation request form and return this to Platinum Safety who will approve the request and in doing so, may request further documentation.

8.3 Reasonable accommodations/practical arrangements

The following list is non-exhaustive; it outlines the most common reasonable accommodations provided by Platinum Safety.

During the Course

Learning Support

Upon registering with the Office, learners will have access to one to one meetings to assist with workload planning and individual progress plans.

During Assessment

Additional time

This may be allowed in examinations to allow for learners who tire easily due to their disability and where their disability is likely to slow their progress when completing exams. Additional time is offered at a rate of 30 minutes per examination. Learners who wish to avail of additional time will be accommodated in an alternative room.

The details of the room location will be emailed to the learner by Platinum Safety.

Low distraction venue

A low distraction venue is provided to a Learner who finds it particularly difficult to work in a large examination hall. This is a venue with few learners. Venues are designed to be quiet and offer an environment of minimal disruption.

Reader

The provision of a reader assists learners who have difficulty accessing exam material due to a disability. Where learners are entitled to use a reader for examinations, this reader will be appointed by Platinum Safety. This examination will take place in an alternate venue.

Scribe

An exam scribe types or writes down a Learner's dictated answers to questions in an examination. This benefits learners who are unable, due to a disability, to physically write or type their own exams. The scribe will be appointed by Platinum Safety.

Use of Information Technology

Learners who have difficulties with writing due to their disability or who require other assistance are permitted to use Information Technology and Assistive Technology in lectures and exams. For example, a laptop may be used to record answers during an examination.

9. Data Protection

Platinum Safety restricts the communication of knowledge relating to learners' disabilities to those directly involved with the learner – for example the instructors, and other team members involved in the learners' assessment processes.

Generally, information regarding the learner's disability will be divulged on a need-to-know basis, i.e. instructors who will teach or staff who directly engage with the Learner.

Personal data that is acquired, used, saved and retained will be done so in accordance with the Data Protection Act, 2018.

10. Responsibilities

10.1 Admin Staff Platinum Safety

- Meets with learner to carry out an assessment of need
- Identifies appropriate support measures for learners with learning disabilities
- Communicates reasonable accommodation requests to faculty staff
- Manages the facilitation or reasonable accommodation requests during examinations

10.2 Learner

- Informs Platinum Safety, on programme commencement, of nature of learning disability
- Provides Platinum Safety with appropriate certification of learning disabilities

REASONABLE ACCOMMODATION REQUEST FORM

About this form

Platinum Safety is committed to providing an accessible and welcoming working environment for all our learners. By completing this form we wish to make it easier for learners to access supports they may need.

This form is divided into three sections. **Sections 1-3** of this form are designed for completion by any learner that wishes to request a reasonable accommodation related to either a pre-existing or acquired disability.

You are asked to provide three pieces of information:

- **Section 1:** Confirmation that you are disclosing your disability and would like to request a needs assessment.
- **Section 2:** Nature of your disability.
- **Section 3:** Identification of those individuals or units with whom this information can be shared. The relevant information on this form will **only** be released to those individuals responsible for the provision of accommodations with your consent.

Confidentiality

Under the Employment Equality Act, 1998 – 2015 the information provided on this form will be kept confidential and will not be used to discriminate against you in any way. The relevant information on this form will **only** be released to those individuals responsible for the provision of accommodations with your consent.

Please note that this is a voluntary disclosure and it is not required of any learner to divulge specific personal information about a disability.

What is the purpose of providing this information?

This personal data is collected **ONLY** for the purpose of the provision of the required supports and reasonable accommodations and for no other purpose.

Upon completion of Section 1-3, Platinum Safety shall commence the process of organising a needs assessment.

Section 1: Disclosing a Disability and Requesting a Needs Assessment

In order to provide equal access and opportunities to learners with disabilities, Platinum Safety recognises that some learners with disabilities may require reasonable accommodations and we are committed to providing these. A workplace needs assessment is required to help identify the most effective reasonable accommodation that should be put in place. Platinum Safety needs this information in advance of any course participation.

Please confirm by ticking the box below indicating that you have a disability and would like to request a needs assessment.

[] I am disclosing that I have a disability and would like to request a workplace needs assessment in order for a reasonable accommodation to be put in place.

Your Information – Please Complete Below

Name:

Personnel Number:

Email:

Phone Number:

Section 2: Nature of Disability

In this section we ask you to provide some further details, including the nature of your disability. This information will only be not be shared with any unauthorised person. Platinum Safety shall disclose this information to our nominated Occupational Health Physician for the workplace needs assessment. Platinum Safety’s designated occupational health clinic is MedMark Occupation Health, 6 Steamboat Quay, Limerick.

Please read the following list and tick the boxes that you feel may apply to you:

- Specific learning disability (such as dyslexia or dyspraxia)
- Intellectual disability (such as Down Syndrome)
- Cognitive impairment (such as acquired brain injury)
- Developmental Disability (such as autism spectrum disorder)
- Long standing illness or health condition (such as cancer, HIV, diabetes, heart disease, or epilepsy).
- Mental health condition (such as depression or schizophrenia).
- Physical impairment or mobility issues (such as difficulty using arms, using a wheelchair or illnesses affecting mobility such as Parkinson’s Disease).
- Deaf / hearing impairment.
- Blind / visual impairment.
- Other type of disability.

If you selected ‘Other type of disability’, please tell us more here:

Confirmation of Disclosure

I understand that all information obtained during the process of my Disclosure will be maintained and used in accordance with Data Protection Legislation.

I further understand that I may be required to provide appropriate documentation relating to my disability from a specialist medical practitioner when attending Platinum Safety’s nominated Occupational Health Physician for the workplace needs assessment.

Full Name (Block Capitals):

Signature _____

Date: _____

Section 3: Consent to Release Information

Platinum Safety will ensure that the information regarding recommendations from the Occupational Health report will only be used to facilitate the provision of the required supports and reasonable accommodations. In order to provide these supports, it may be necessary to disclose this information to nominated individual(s).

Please select ‘**consent to share**’ or ‘**do not consent to share**’ as outlined below. Please note that a refusal to share this information with certain individuals/groups may result in it not being possible to fully meet your individual needs and reasonable accommodations. This will be discussed with you in advance. You can however update this information in future should you wish to add or remove consent for any individual or group.

Consent to Share			
Role	Name(s) (for groups there is no need to list full names)	I <u>consent</u> to my information being shared with this individual/group	I <u>do not consent</u> to my information being shared with this individual/ group
Sample: Head of Engineering	Jane Smith	x	
Course Director			
Platinum Safety Instructor			
Any other learner in my class			

I agree that the recommendations for the Occupational Health report can be shared with the individuals listed whom I have confirmed ‘**consent for my information to be shared**’ with.

I understand that if I **refuse** consent, a record of my disability will be kept by Platinum Safety but will not be shared. I **accept** this may mean it is not possible to fully meet my individual needs and any reasonable accommodations

Name of Learner: _____

Signature _____

Date: _____