

# Nova Training College

## Disability Policy

### 1. Purpose

The purpose of this policy is

- To implement the commitment of NTC in developing an environment in which all applicants and students are given the opportunity to demonstrate and realise their full potential
- To provide for the commitment of the staff in their work to develop such an environment.

### 2. Aims

To embed a culture of support and equal opportunities for students with disabilities or learning difficulties.

### 3. Objectives

- To provide fair and equal treatment of all students;
- To comply with current legislation under the Disability Discrimination Act;

*Assessment and examination policies, practices and procedures should provide disabled students with the same opportunity as their peers to demonstrate the achievement of learning outcomes.*

### 4. Policy

The College will ensure:

- That applicants and students are given the opportunity to disclose a disability or learning difficulty;
- That the requirements of applicants or students who disclose a disability or learning difficulty are assessed on an individual basis;
- That reasonable adjustments are provided, within the resources available, for applicants or students who disclose a disability or learning difficulty;
- That all discussions and information regarding a disability or learning difficulty are treated in a confidential manner.

## **5. Procedure**

### **Pre-Registration**

- Students are given the opportunity to disclose any disability or learning difficulty on the Institute Application Form .
- Information on how to disclose a disability or learning difficulty is also provided at Open Days.
- Applicants who disclose a disability or learning difficulty are invited to discuss their requirements prior to enrolling on the degree programme to ensure that the School can meet the students' needs;

### **Post Registration**

- During Induction Week, the Student Support Director provides students with information, by way of a presentation, on how to disclose a disability or learning difficulty, if they haven't already done so prior to registering on their degree programme;
- Once a student discloses a disability or learning difficulty, he/she will meet with the Student Support Director to complete a Learning Support Form which confirms the special adjustments to be put in place for the student;
- The Learning Support Form is distributed to the Registrar and administrator Office. Further copies are sent to the academic staff teaching the student;
- The Student Support Director will distribute copies of the Learning Support Forms to the relevant academic staff each semester;
- Academic staff meet with any students who have completed a Learning Support Form to discuss the students' needs within the context of their individual modules;

## **6. Examples of Adjustments**

Examples of adjustments include:

- Additional time in tests and examinations;
- Use of computer in tests and examinations;
- Separate room provided to accommodate all students with additional time in tests and examinations;
- Flagging examination scripts written by a dyslexic student without disclosing the identity of the student, enabling academic staff to take the learning difficulty into consideration when marking the script. Academic staff will be provided with guidelines on marking scripts written by dyslexic students .
- Facility to record lectures;
- Extended loans in the library

## 7. Documentation

Students with learning difficulties are required to provide an educational psychologists report to enable the institute to assess their needs appropriately and entitle them to the necessary adjustments.

## 8. Monitoring

Vice Principal will be responsible for monitoring the support provided to students who disclose a disability or learning difficulty. This will be done by means of questionnaires to students who have completed a Learning Support Form and academic staff.

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