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Disability Procedures Policy

1. Purpose of the Policy

The College, through its Mission Statement, aims to provide for the care of each individual learner with disability/specific learning difficulties and for their personal growth and development.

2. Scope/to whom it applies

This policy applies to Learners with Disability/Specific Learning Difficulties undertaking a course at the College.

3. Reference to other policies and procedures

Disability procedures are integrated into all quality documents and procedures
Reasonable Accommodation and Alternative Examination Arrangements Procedures
Special Arrangements Procedures

4. Detail of the policy

Our mission is to establish and promote a culture of an inclusive learning environment in all aspects of life in St. John's Central College and to lead the field in best practice.

St. John's Central College endeavours to accommodate disability and diversity and it aims to empower each student to participate in an inclusive learning environment, which is free from physical, attitudinal and informational barriers as is practically possible.

It aims to promote an ethos of mutual trust, fairness, respect and equality of opportunity for students, and it is committed to creating an environment which emphasis equality for all students and the focus is on ability and not on difference or disability.

Under *the Disability Act 2005*, students with disability in this college are defined as follows

‘Disability’ in relation to a person, means a substantial restriction in the capacity of a person to carry on a profession, business or occupation in the state or to participate in social or cultural life in the state by reason of an enduring physical, sensory, mental health or intellectual impairment. In other words, a person must have a significant ongoing difficulty in the area of communication, learning or mobility.

Implementation of Policy

- Staff and students should be made aware of the existence of the Disability Procedures Policy.
- Students have an opportunity to disclose their disability/specific learning difficulty on the College online application
- Procedures are in place where the student has an opportunity to meet with the Disability Officer.
- During the course of that meeting students are advised of the supports that can be accessed within the college.

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- It is St. John's Central College policy that students can access HEA (Higher Education Authority) funding once they provide up to date relevant medical/psychological reports to support their application through the Disability Support Service.
- This Disability Officer in conjunction with the Principal is responsible for the effective implementation of the Disability Procedures policy in the college.

Funds for students with Disabilities

- One of the major sources of funding available to meet the practical and learning support needs of students in the college is the **Fund for Students with Disabilities**, which is administered through the National Office for Equity of Access to Higher Education, in the Higher Education Authority.
- The aim of the fund is to assist students with disabilities to participate in Further & Higher Education
- An application is made on behalf of the student where appropriate supporting documentation is provided.

Supports and Assistance

- Assistive Technology and Software
- Learning Support (including personal assistance, note takers and ISL interpreters)
- Transport
- Assist in the identifying student needs and matching student needs to appropriate resources, including examinations accommodation
- In co-operation with the Guidance Counsellor outline progressive educational paths for students
- Prepare, in consultation with each of the relevant students and approval of the Principal, applications to the HEA (Higher education Authority) Fund for students with Disabilities
- Refer students, when appropriate, to other college services, i.e. Educational Psychologist Service, Guidance Counsellor, VTOS, literacy, etc., and liaise with other support services in the college
- Monitor and maintain agreed records in relation to the provision of services provided to particular students from the HEA Fund for students with Disabilities on behalf of the Cork Education Training Board

Educational Support Workers

- Note takers
- Reader
- Personal Assistant (PA)
- Study Skills Tutor
- Speed text Operator
- Irish Sign Language Interpreter
- The type and nature of supports available to students within the disability support service is determined by each student's specific requirements.

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- Some students have PA's to assist them in college; the Disability Support Service will differentiate between the role of a personal assistant and other educational support staff, such as note-takers and readers.

Efforts will be made to create a positive and inclusive environment in the College that will embrace all values, identities and cultures as outlined in our code of professional conduct.

5. Approval Process

Board of Management

6. Circulation

Student Information Pack

Disability Officer

Website

7. Associated Documents

Disability and Learning Support Service – Code of Practice