

LEARNING SUPPORT

CODE: P025

Section: Academic/ Learning Coaches/ Student
Policy Owner: BOG
Procedure Owner: Student Services Department

POLICY

The policy of the Board of Governors is to support students with special needs and/or learning challenges and/ or specific difficulties during their learning.

PROCEDURES

Students with special needs and/or learning challenges and/ or specific difficulties.

- i. Students with special needs and/or learning challenges and/ or specific difficulties must present a psychological report at application stage.
- ii. The Psychological report must include recommendations and access arrangements.
- iii. The Psychological report must not be older than three years.
- iv. Support priority will be given to students who need it most and who are in foundation and certificate programmes.
- v. Support will be given to the whole group with particular emphasis on students who need the most support.
- vi. Prospective students with special needs and/or learning challenges and/ or specific difficulties may be asked to report to the Learning support committee prior to acceptance by the admissions board.

Learning Coaches

ITS has a dedicated team of Learning Coaches who support student with special needs and/ or learning difficulties and/or specific difficulties throughout their learning experience. The Learning Coaches;

- i. collaborate with lecturers and curriculum staff to develop access arrangements for students with special needs and/or learning challenges and/ or specific difficulties.
- ii. Provide complimentary sessions, to help students study for tests / exams and for second explanations.
- iii. In collaboration with the lecturers, draw simplified worksheets for students with additional needs, to be used during complimentary sessions and for home revision purposes.
- iv. Prepare necessary adaptations to be used during lectures / practical sessions to facilitate the learning process of the students.

LEARNING SUPPORT COMMITTEE

The Learning Support Committee is set up to;

- i. Advise Board of Studies regarding the methods by which accessibility to lectures, practical sessions and exam sessions can be achieved for each individual with a disability.
- ii. Assess prospective students with disabilities and report to admissions board if the student is able to follow the programme or not. The student may be redirected towards a different programme of study.

The composition of the Learning Support Committee;

- Chair;
- Manager Student Services
- Members;
- Registrar
- Lead learning coach
- Student Support Officer
- Counsellor
- Assistant Manager - Internships
- CRPD Representative
- Lecturer

The Learning Support Committee may seek the expertise and input of other professionals, the students themselves, parents/guardians of the student, learning coaches, and/or Lecturers.

The main responsibilities of the Learning Support Committee are to;

- i. Identify the right support for each individual with special needs and/or learning challenges and/ or specific difficulties throughout their learning experience.
- ii. Advise on access arrangements and/or physical access arrangements for students with special needs and/or learning challenges and/ or specific difficulties.
- iii. Determine the level of support required by each student with special needs and/or learning challenges and/ or specific difficulties.
- iv. Identify access arrangements and/ or suitable number of hours to be worked during work-placement, cognate to their abilities.
- v. Advise on and suggest Alternative Learning Programmes for students who may not benefit from a learning experience point of view by following the mainstream programmes and all their components.
- vi. Recommend to lecturers the necessary adaptations to theoretical and practical sessions to facilitate the learning process for students with special needs and/ or learning challenges and/ or specific difficulties.
- vii. Ensure that upon beginning of admissions process, MAPS sessions are set up and a way forward is agreed to by all parties.