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| Policy title | Inclusivity and Impairment Policy - Students |
| Policy area | Inclusivity and Impairment |
| | <p>The Learning Connexion's Responsibilities</p> <p>In line with the Human Rights Act (1993), The Learning Connexion Ltd (TLC) is committed to providing equity for all students, irrespective of background, age, gender, ethnicity, or impairment.</p> <p>This policy implements this commitment to those students with impairments.</p> <p>Under this policy TLC will endeavour to:</p> <ul style="list-style-type: none">• ensure students with impairments have equitable access to tertiary education• support and encourage students with impairments and will not disadvantage or hinder their right to successful study• train staff to assist meeting the requirements of students with impairments• create a safe environment <p>TLC is committed to working with students from a wide diversity of backgrounds and will ensure that students with impairments:</p> <ul style="list-style-type: none">• are provided with equitable opportunities to achieve their individual capabilities• can participate in all aspects of tertiary education and the range of activities that encompass TLC campus life• are treated with respect for their rights, dignity, privacy, confidentiality and equity• experience an environment free from harassment and discrimination where both staff and students are aware of their rights and responsibilities under the legislation• are enabled to participate in their programme of study on equal terms with other students <p><i>Note:</i> <i>The Learning Connexion is not required to provide one-to-one support for any student. Where such support is required by the student in order to meet programme</i></p> |

requirements and/or maintain safe and responsible behaviour in a studio/classroom, support must be funded at the cost of the student (who may receive funding from other agencies).

Student Responsibilities – On-site and Distance Delivery

To support their own learning students with impairments will:

- upon enrollment must make their requirements known to The Learning Connexion's Learning Support (LS) so that appropriate support services can be provided
- where possible, share responsibility for negotiating and developing solutions
- advise immediately of any difficulties they encounter so these may be addressed appropriately
- advise immediately of any change in their impairment, their programme, or choice of courses that could alter the support required
- attend all required classes, workshops or field trips where support has been provided. If they are unable to attend, to notify LS as soon as possible, outlining a justifiable reason for their absence. Failure to do this on more than one occasion may result in the support being revoked and the student being withdrawn from the class
- Any support people provided by the student must abide by TLC policy, rules and guidelines
- Any current student who develops an impairment, i.e. illness or injury, should discuss their situation with LS at the earliest opportunity

Note:

When a student completes and signs their enrolment form, they are automatically giving consent for their information to be shared within The Learning Connexion for educational purposes. This includes all relevant information about any impairment they may have declared, as well as its possible impact on their

ability to study.

Learning Support (LS) / Student Services Group (SSG)

LS and SSG aim to assist students with impairments by:

- formally evaluating the student's impairment needs, and, following discussion, consult with teaching staff to determine what support is appropriate
- developing agreed learning plans
- providing support and advice as and when required as appropriate
- working with their families/whanau, friends and others who provide them with ongoing support

LS will also provide training support and guidance for staff regarding the understanding and making of reasonable accommodation for students with impairments.

The role of LS and SSG includes, but is not necessarily limited to, the following:

- promote and realize a culture of self-directed, independent learning
- undertake needs assessment with advice from appropriate professionals such as doctors, neurologists or educational psychologists
- develop a student support document: key teaching points and/or individual learning plans on a case by case basis
- consult with TLC staff and tutors to ensure reasonable accommodation is enabled and programme delivery adapted as appropriate
- act as a liaison point for students including liaising with other student support providers
- provide support, guidance and advice to tutors, mentors, facilitators and Programme Support as needed to support students
- train staff, support personal and note takers as required

TLC Programme and Delivery Responsibilities

Where a student's impairment means that the programme requirements are more challenging for them than for other students, or are not achievable, time extensions and adaptation of programme delivery may occur.

Where staff believe that programme requirements are fundamentally incompatible with a particular impairment, the matter must be discussed with the student and with LS.

Where the incompatibilities cannot be resolved the Executive Team, in consultation with the programme facilitator and LS, will decline enrolment for a programme/class.

Students have the right to appeal such decisions.

Complaints and Appeals

Any concerns in relation to decisions made under this policy should, where practicable, be discussed with the LS and Delivery Group Executive in the first instance.

Any formal appeal should be made in writing to the Director of the school.

This does not prevent a student pursuing the matter through an external agency such as the Human Rights Commission or the Health and Disability Commissioner.

It is possible to envisage a circumstance where The Learning Connexion could decide that a person's impairment is such that specialist services or facilities cannot reasonably be made available. The Learning Connexion is bound by the provisions of the *Human Rights Act 1993 (New Zealand Legislation website)* in dealing with those situations.

Definitions

Impairment – a temporary or long-term condition, illness or injury that affects a student's ability to learn, to communicate, to concentrate, to remember, to hear, to be ambulant, to speak, or to see.

Learning Support (LS) – role created by The Learning Connexion dedicated to assisting students with impairments by providing appropriate, disability-related study support and specialist resources.

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| | <p>Student Services Group – team dedicated to student support. Comprised of Programme Support team, programme facilitators, financial support, government compliance, and Learning Support. Responsible to the Academic Board.</p> <p>Student Support Documents: key teaching points and/or individual learning plans – documents created to communicate the reasonable accommodation to be made on behalf of a student with an impairment as a result of a needs assessment.</p> <p>NB: These are written by LS in consultation with the student.</p> <p>Needs Assessment – assessment carried out by LS in conjunction with the student, and with input from academic staff and external professionals where necessary, to ascertain which reasonable accommodation should be made to ensure the student has equality of opportunity whilst at The Learning Connexion.</p> <p>Note-taker – a person who attends lectures/meetings/classes to take notes for a student whose impairment makes the taking of notes difficult or impossible.</p> <p>Reasonable Accommodation – the disabling nature of a student's impairment is taken into account, and appropriate adjustments are made to aspects of the teaching and learning context, whenever it is necessary, possible and reasonable to do so.</p> <p>Reasonable accommodation should not compromise creative standards, the essential nature of a programme, nor what are deemed to be essential skills or knowledge in relation to a programme.</p> |
| References | Human Rights Act 1993, Ministry of Education, Tertiary Education Commission, Achieve. |
| Date Created | March 2016 |
| Review Dates | |
| Next Review Date | |
| Links | Legislation |

Human Rights Act 1993 (New Zealand Legislation website)
TLC Policy
