

Special Needs Support Procedure

Procedure Statement

Insearch is committed to supporting the educational needs of all enrolled students including those who have special needs. The purpose of this procedure is to ensure that relevant Insearch staff are aware of their responsibilities relating to students with special needs. This procedure aims for compliance with the Disability Discrimination Act 1992 and the Human Rights and Equal Opportunity Commission Act 1986 and should be read in conjunction with the Special Needs Policy.

This procedure is designed for use by all who play some role in student admissions and student support and should be freely distributed to all students, academic advisers and academic staff that have a need for knowledge of special needs matters.

SCOPE

This procedure applies to all Students with special needs applying to enrol at Insearch and requiring special or individualised support.

DEFINITIONS

Special needs	A student that has special needs in terms of learning as a result of disability (physical or mental) or illness.
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STEPS

Action	Description	Responsible
Apply to Insearch	<p>Students with existing special needs should advise Insearch by completing the 'Domestic or International Application Form' and tick yes for the question, "Do you have a disability, special need or medical condition that may require extra support or specific facilities or accommodation?"</p> <p>In addition, Students must provide a letter from a medical professional (eg. Doctor, Counsellor) that indicates the following:</p> <ul style="list-style-type: none"> • Explanation of disability or diagnosis of medical condition • Information about whether the condition is permanent or temporary • Information about how the disability / condition impacts on the students study eg. class participation, exams and assignments 	Student

Action	Description	Responsible
	<ul style="list-style-type: none"> • Any side effects from medication that impacts on study • Any recommendations the medical professional would like to make in relation to the university assisting the students study <p>Students may also include medical certificates or other relevant supporting documentation and must provide a written statement outlining the support that they require in response to the health professional recommendations</p>	
Obtain approval	Once the student has provided the Application form with supporting medical documents and a written statement of what they need, all documents need to be scanned to the Associate Dean of Studies for approval via email.	Admissions officers, Student Centre advisors
Assess application and special needs requirements	Associate Dean of Studies will assess the special requirements and reply to admissions officer / student centre advisor with decision as to whether Insearch can satisfy these special requirements	Associate Dean of Studies
Notify student and Academic Advisers	<p>If approved – notify student and process application. Also send the approval email from the Associate Dean of Studies with documents attached to the Academic Advisers so student can be placed on the special needs register</p> <p>Add disability semaphore in Student one.</p> <p>If not approved – notify the student and do not add Disability Semaphore</p>	Student centre advisors, Admissions officers
Create special needs plan	<p>Once documents have been sent to the Academic Advisers, the student needs to be noted on the special needs register and an appointment needs to be made for the student to meet with the Academic Adviser and Program Manager.</p> <p>Develop special needs plan by completing a Learning and Assessments Arrangements form with student based on health professional recommendations.</p>	Academic Adviser / Program Manager
Review	Review special needs plan and sign.	Student
Action plan	<p>Send special needs plan to the Program Manager and Subject coordinators/ ADOS, Level leaders of enrolled subjects/ ELT levels.</p> <p>Send plan to exam coordinator if any special provisions are required for exams</p>	Academic Advisers

Action	Description	Responsible
Maintain records	Add SPNDS comment to student record on student one Update main special needs spreadsheet (include actions taken)	Academic Adviser
Monitor register	At the end of every semester and every term the special needs register needs to be monitored. Any graduating special needs students need to be noted and program manager, ADOS, level leader and subject coordinators, need to be sent the special needs plan each semester/term for re enrolling students.	Academic Adviser
Verify records	Report special needs data to RRC.	Academic Adviser Team Leader
Review records	Review actions to ensure consistency across programs	RRC

End of Procedure

SUPPORTING DOCUMENTS

- Special needs policy
- Learning and Assessments Arrangements form

ADMIN USE ONLY

APPROVAL	
Signature:	
Name:	Date: 1-June-2015
Policy Title:	Special Needs Support Procedure
Policy Owner:	Associate Dean of Studies
Policy ID:	PR/EDU/02/15
Effective Date:	June 2015